Dinah Bondzie

[dybondzy@gmail.com](mailto:dybondzy@gmail.com)

OBJECTIVE:

Seeking an Information and Management position, which will utilize my current experience, working with health informatics, data mining, client care, customer service, and delivery, while offering opportunity for professional development and growth based upon my initiative

EDUCATION:

* Data Analysis BootCamp Certification – George Washington University, DC – 2021
* Data Science Certificate – Linkedln – Sept 2020
* TCI Spectrum Training – Freemont CA – April 2019
* NGO Project and Operations Management Certification – Cambridge Center of Excellence, Accra – 2012
* Project Management & Corporate Leadership Certification – Graduate Training Institute, Accra – 2012
* Banking Education – FlexCube, and Database Management in Oracle – Compu-Data Management Services – IT Security and Disaster Recovery Management – Banking College, Ghana – 2005 - 2009
* Oracle Professional Development Training – DigiCorp 2000, Reston, VA – 2006
* Nurse Aide Education Program – Warrenton Overlook Health & Rehabilitation Center – 2003
* B.A., Business Operations – Gustavus Adolphus College, St. Peter, MN 56082 – 1989 – 1993
* A Level Certification – Kent College, Whitstable Road, Canterbury, Kent CT2 9DT – 1997-1989
* Exchange Student – Nykobing Katedrale Skol, Lolland Falster, DK – 1996 - 1997

SUMMARY OF EXPERIENCE:

**Information Technology (IT):**

IT Principal Manager, supervising the Help Desk, Vendor Management, Change Management, Asset Management at National Telecom Authority. Computer Software Engineer / Systems Analysis / Data Mining. I understand the logic of data, how to best collect it, store it, retrieve it and communicate it, on the Computer. I can spend time with software users to determine their requirements. I will then develop a prototype, until we agree that the problem requirement is clearly defined. Upon the go ahead of stake holders, I will develop the required application or report and provide it for user tests. When the system is approved, I’ll implement it by installing it on the necessary pcs and train the already involved users. Then I provide upgrades and support after all is done.

**Public Speaking:**

I understand how things are to be explained in the simplest and impactful language, for greater understanding. I can explain computer terms and language in simple English language. I can manage people of all cultures and background because I try to know their need and help provide a uniting solution for a common goal. I give lectures to the young ones, youth, adults, senior citizens

**Entrepreneur:**

I lead the biggest travel group from Ghana to a Rotary International Convention in Bangkok, Thailand, and brought everyone back safely. I took care of the visas and tickets and accommodation. I have a company that does data analysis and reporting, that develops applications to automate business processes.

ACTIVITIES:

* Local Preacher at Methodist Church
* Rotary Club Accra East Past President
* Poetry and Photography
* Motivational Speaker
* Tech2016 Speaker
* Travel and Culture
* Church Band Singer

REFERENCES:

Available upon request