



EDWARD AMOAKO II

TENACIOUS, MULTIFACETED, METHODICAL

CONTACT

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WEBSITE

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PROFILE

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GITHUB

<https://github.com/EdwardA-II>

PROFESSIONAL SUMMARY

I have always had a love for technology and anything related to it. I am quality-driven and goal-focused with strong research, planning, and problem-solving abilities. I use my knowledge in technology and organizational processes to improve company operations.

EDUCATION

CRISTO REY COLUMBUS HIGH SCHOOL

August 2015 - June 2019

Class of 2019

- 5 AP Classes, 3 Honors Courses

THE OHIO STATE UNIVERSITY

August 2019 - Present

- Communication Technology Major, Dean's List AU2019, SP2020

SKILLS AND PROJECTS

SKILLS

- Basic to intermediate/advanced skills in Java and programming concepts.

- Proficient in Microsoft services such as Word, PowerPoint, and Outlook, and OneDrive.

- Proficient in Google services such as Docs, Drive, Slides, and Gmail.

- Highly adaptable, flexible professional who embraces teamwork, but also enjoys working independently.

PROJECTS

- [Substitution Cipher](#)

- [Data Analysis](#)

- [Fun With Files Expanded](#)

- [Hi Low Sevens](#)

- [Dragon Trainers](#)

- [Bar Chart Scoreboard](#)

- [Trajectory Modeling](#)

- [Credit Card Digit Check / Luhn Algorithm](#)

- [Guess a Number](#)

- [Fun With Branching](#)

- [Fun With Strings](#)

- [Guess The Word](#)

WORK EXPERIENCE

KROGER CO.

Front End: Courtesy Clerk;
Fuel Clerk

August 2018 - Current

- Provided regulatory maintenance on public facilities to ensure customer satisfaction.
- Worked successfully in a team environment as well as independently.
- Provided customer care as they purchased fuel for their vehicles.
- Ensured customer safety by practicing refueling regulations and safety precautions.

FIRST MERCHANTS BANK

Junior Commercial
Administrator

August 2018 - June 2019

- Commercial Loans: Entered debits, credits, and loans into the company database.
- Answered calls and directed clients to their appropriate destination.
- Sorted and maintained company documents and files.

HONORS

ENVISION: ENGINEERING AND TECHNOLOGY

June 16-23, 2018

- Students who demonstrated excellence and interest in the engineering and technology fields were able to gain a hands-on experience with their career of choice and network with prestigious influences within the engineering and technology fields.

NATIONAL SPANISH HONORS SOCIETY

September 2018 - June 2019

- A group of students who demonstrated excellence in Spanish class were given challenges that evaluated their Spanish comprehension and reading skills.
- Students organized and supervised numerous events for Spanish Heritage Month.

SAFELITE AUTOGLASS

Invoice Associate

July 2019 - September
2019

- Compiled, sorted, processed, and entered customer transactions.
- Managed client, auto shop, and insurance firm relations with one another.
- Researched and communicated with customers for additional information on incomplete documents.

JONES-SCHLATER FLOORING

Office Assistant

October 2016 - May 2018

- Maintained and organized numerous office files.
- Aided with company duties such as filed papers, answered calls, prepared documents for mailing to other branches, etc.
- Monitored phone calls and company appointments.
- Organized warehouse supplies and equipment.
- Answered calls and directed clients to their appropriate destination.

SERVICE

GOSPEL VOCAL ENSEMBLE

September 2017 - December 2017

The Gospel Vocal Ensemble offered free entertainment through the Columbus State Community College.

- Helped set up the stages.
- Managed product sales.
- Analyzed consumer interests.

MEALS ON WHEELS

September 2018 - June
2019

- Provided meals for the elderly during the afternoon.
- Engaged in thoughtful conversations with senior citizens.