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PROFESSIONAL SUMMARY

Motivated professional with a strong interest in the use and application of Technology, which is central to both my education and career aspirations. I am quality-driven and goal-focused with strong research, planning, and problem-solving abilities. I use my knowledge of technology and organizational processes to improve company operations.

EDUCATION AND HONORS

THE OHIO STATE UNIVERSITY

August 2019 - Present

- Communication Technology Major

Dean's List: AU2019, SP2020, SP21, AU22

CRISTO REY COLUMBUS HIGH SCHOOL

August 2015 - June 2019, Class of 2019

SKILLS AND PROJECTS

Folder Link: tinyurl.com/Academic-Coding-Projects

- Mastered intermediate to advanced skills in Java and programming concepts.
- Skilled user of Microsoft/Google services: Word/Docs, PowerPoint/Slides, Outlook/Gmail, and OneDrive/Drive.
- Highly adaptable, flexible professional who embraces teamwork, but also enjoys working independently.
- Learned and employed Java OOP concepts like APIE and data structures such as Arrays, Stacks, Queues, Maps, Lists, Trees, and LinkedLists.

CERTIFICATIONS

JPMorgan Software Engineering Virtual Experience Program on Forage - November 2022

Used Perspective data visualization software and Python to monitor stock price trends and create trading strategies.

JPMorgan Agile Virtual Experience Program on Forage - November 2022

Studied and utilized Agile and Scrum methodologies to create user points, user stories, product backlogs, and an overview of the Sprint process.

JPMorgan Cybersecurity Virtual Experience Program on Forage - November 2022

Identified and neutralized mock security breaches and created data graphs from user information to examine trends and patterns using Python.

WORK EXPERIENCE

OHIO STATE UNIVERSITY

Student Accessibility Assistant, September 2022 - Present

- Provided support to professors and executives regarding staff and student portals
- Communicated steadily and consistently with upper-division managers and staff to log all errors and insoluble issues.
- Ensured essential PDF, Excel, and Word documents were organized appropriately and accessible to a wide range of users including the deaf and blind.

OHIO DEPARTMENT OF JOBS AND FAMILY SERVICES

Office Professional 1 - Office of Unemployment, May 2021 - May 2022

- Accessed and entered essential information into company databases to proofread and process unemployment forms.
- Worked collaboratively to review and edit illegible and/or incorrectly formatted files that improved company workflow.
- Provided daily reports detailing tasks completed and problems encountered.

KROGER CO.

Front End: Courtesy Clerk, August 2018 - May 2022

- Provided regulatory maintenance on public facilities to ensure customer satisfaction.
- Worked successfully in a team environment as well as independently.
- Ensured customer safety by practicing refueling regulations and safety precautions.
- Filed daily reports that included product amounts, fuel levels, product sales, and other essential processes.