

# ELIZABETH HARRISON-AKORTIAH

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## EDUCATION

**University of Ghana Legon, Accra**

**Bachelor of Science in Information Technology**

September 2019-September 2023

Emphasis: Networking, Operations and Software Development

## EXPERIENCE

**The West African Examinations Council (WAEC) Ridge Accra**

*National Service Personnel, Cyber Office, November 2023 – September 2024. As a National Service Personnel I*

- Executed network termination tasks for seamless connectivity, replaced computer power supplies for improved reliability, and set up Windows operating systems, demonstrating OS installation expertise.
- Applied advanced troubleshooting to quickly resolve hardware and software issues, minimizing downtime, and implementing Hiren's Boot for system recovery.
- Collaborated to streamline cyber operations, boosting office efficiency.

*Operations Intern November 2022 – January 2023*

- I Played a pivotal role in optimizing data acquisition processes by meticulously scanning and capturing responses from answer sheets and ensured accurate digitization of critical information using advanced scanning technologies, honing my attention to detail, time management, and organizational skills.

## LEADERSHIP & INVOLVEMENT

**Soronko Academy East Legon, Accra .Team Leader, Digital Marketing Strategy Project January 2023 –March 2023**

- I led a team in developing and presenting innovative digital marketing strategies, managing the project from ideation to execution, while improving team dynamics and project processes.

## SKILLS & INTERESTS

- **Applications:** Microsoft Office, Google workspace, Figma, Excel, Canva, Wordpress
- **Languages:** English (Advanced), HTML(Programming Language)
- **Soft skills:** Communication skills, time management, problem solving and team collaboration.
- **Interests:** Professional development, social networking, volunteering.

## Certifications

- Google IT Support Certificate(Technical Support Fundamentals).
- Digital Marketing and Social media management.