

DODOH EMMANUEL

CONTACT DETAILS

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CAREER OBJECTIVE

To become an entrepreneur, software engineer, website developer, graphic designer and to have a world leading startup incubation hub in Africa.

SKILLS AND ABILITIES

- . High level of attention to detail
- . Knowledge of and experience with computer
- . Negotiating and problem-solving skills
- . Easily adaptable to change and able to work under minimum supervision
- . Interpersonal and teamwork skills
- . Efficiency (I go the extra mile to make sure work gets done exceptionally)

WORKING EXPERIENCE

- . **GHANA AUDIT SERVICE (JUNE 2023 - SEPTEMBER 2023)**
Intern
Responsibilities
 - . Providing IT support
 - . Data analysis
 - . Keeping and backing up records
- . **SPIRITLIFE DOMINION EMBASSY (August, 2022-October, 2022)**
Executive
Responsibilities
 - . Media Head
 - . Website administrator

- **WhingsHub**

- Administrator**

- Responsibilities**

- Decision making
 - Effective record keeping
 - Attending to customers and running errands

EDUCATIONAL QUALIFICATIONS

- **BTECH Information and Communication Technology**, Ho Technical University, Ho, Volta Region (2020 – Date)
- **West Africa Senior School Certificate Examination**, Bishop Herman College, Volta Region (2017 – 2020)

OTHER CERTIFICATES

- **HCIA-WLAN V3.0 (Network)** , Huawei
- **HARDWARE AND SOFTWARE ENGINEERING** , GCOM IT ACADEMY
- **BASIC NETWORKING** , GCOM IT ACADEMY

LEADERSHIP EXPERIENCE

- **COMPUTER SCIENCE STUDENTS' ASSOCIATION (COMPSSA)**
COMMUNICATION COORDINATOR (2022-2023)
Responsibilities
 - Represent the Associations voice in a more easy communicative way
 - Ensuring the effective and maximum satisfaction of students in information
- **SPIRITLIFE DOMINION EMBASSY (SLDE)**
MEDIA HEAD (2024 - DATE)
Responsibilities
 - Take executive decisions

- . **BISHOP HERMAN COLLEGE**
ASSISTANT HOUSE (5) PREFECT / INFERMARNIN (2019-2020)

Responsibilities

- . Responsible for the health issues of all members
- . Represent members of the house
- . The Chief organizer at all House functions

INTERESTS AND HOBBIES

- . Learning new programming languages.
- . Designing
- . Gaming
- . Listening to music.
- . Watching movies and documentaries.

SKILLS AND TOOLS ON THE JOB

- . **Graphic design :** Adobe Photoshop, Xd, After effects, Illustrator, Canvas
- . **Website development :** Html - css - js , Wordpress , Wix ,Shopify
- . **Broadcast communication:** Streamlabs OBS, Vmix, Xsplit

REFERENCES

- . Victoria Amafu
Secretary
Ghana Audit Service Keta
0247150961
- . Seer George Borti
Founder
Spiritlife Dominion Embassy
0244999746