

PERSONAL DETAILS

NAME: STELLA AMOAH

Date of birth: 16/10/1997

Nationality: Ghanaian

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PERSONAL PHILOSOPHY

"I am an independent, hardworking, and ambitious IT professional with a deep passion for technology. Since beginning my Information Technology studies at the University of Ghana in 2019, I have gained extensive knowledge in various IT disciplines, from software development to network management. My technical expertise, particularly in Microsoft Office Applications, is complemented by strong communication and interpersonal skills, honed through team-based projects.

I am eager to collaborate with professionals in the IT industry, share my experiences, and continue learning. I am drawn to opportunities where I can contribute to a forward-thinking organization, leveraging my skills to drive success. I am not just seeking a job in IT, but a platform to make a difference, grow professionally, and advance technology. I am confident that I can bring value to your team and help achieve your mission."

EDUCATION

University of Ghana (Sept 2019 - Sept 2023)

Bachelor of Science in Information Technology

Soronko Academy (January- September 2021)

Women in digital skills

- ∞ Social media and digital marketing (Course certificate)
- ∞ Human centered Design, graphic designing and digital skills (Course certificate)
- ∞ Web Development and Microsoft Suite.

University of Ghana (June - July 2021)

Women in Technology

☆Certificate in Microsoft Office Applications, Google Apps & Graphics Design.

Koforidua Senior High Technical (September, 2013 – May, 2016)

West Africa Secondary School Certificate Examination (Visual Art).

PROFESSIONAL EXPERIENCE

Innolink Security Press (October 2016– August 2019)

- ∞ Customer Service (C.S)
- ∞ Collating of books
- ∞ Book Binding
- ∞ Printing Books.
- ∞ Typing of Memo.
- ∞ Printing of Documents
- ∞ Customer care.
- ∞ Preparing of slides for training.

SORONKO ACADEMY(I.T FIRM)

Teaching Assistant (June 2021)

ISAHIT.WORKFORCE (Online Platform) (2020-2024)

Fine - Tuning LLMs

Enhancing RAG,

Processing Data for AI with Human Feedbacks.

Ghana Oil Company (GOIL) Nov. 2023 -Sept 2024

National Service (NSS)

Accounting

- preparing of daily sales report
- printing of Reports and memos
- Financial Record Keeping: Maintain and update financial records.
- Bookkeeping: Record daily transactions.
- Budgeting: Prepare and monitor budgets.
- Auditing: Conduct internal and external audits.
- Accounts Payable/Receivable: Manage invoices and payments.
- **Software Management:** Use accounting software for record-keeping.
- And other IT supports

COMPUTER SKILLS

- ∞ Microsoft office package: Ms word, Ms Excel, PowerPoint and Google apps
- ∞ Graphic designing
- ∞ Annotations
- ∞ Artificial Programming Interface (APIs)
- ∞ Transcribing of Invoices
- ∞ Web Development (WordPress)

OTHER QUALITIES

- ∞ Good communication skills
- ∞ Exceptional team player
- ∞ Good leadership skills
- ∞ Ability to work under less supervision
- ∞ Ability under pressure

Referees' contacts to be given upon requests.