# GRACE AKU NUTIFAFA AWUMA

+233 (0) 207770152 || akushika900@gmail.com
https://github.com/Fafagrace || http://www.linkedin.com/in/grace-aku-nutifafa-awuma

## PERSONAL SUMMARY

As a passionate and enthusiastic learner in technology, I possess key technical and transferable skills that I apply to overcome challenges and positively influence the lives of individuals. I am an excellent problem solver with a positive attitude and outstanding interpersonal skills, and I enjoy working collaboratively.

## EDUCATIONAL BACKGROUND

**Developers in Vogue**                                                                                        Accra, Ghana
*Software Development*
*Courses: HTML, CSS, JavaScript, React*

**University of Media Arts and Communication - UniMAC**                        Accra, Ghana
*BA Communications Studies*
*Courses: Public Relations, Communications, Research skills, Academic Writing.*

## CERTIFICATIONS

**META & Andela**
*Tech Skills: React, JavaScript*

**She Codes (Web Development)**
*Tech Skills: HTML, CSS, JavaScript*

## WORK EXPERIENCE

Presbyterian Church of Ghana (Victory Congregation). **Administrative Officer**          Nov. 2019 – Present

- Collaborates with all management staff to identify and deliver the required administrative support operations for the Organization.
- Handle travel arrangement efficiently
- Handle phone calls and respond to mails and social media messages.
- Handle Microsoft tools such as Excel, PowerPoint, and Word
- Receive visitors to Office and respond to enquiries
- Manage & Updates database.
- Manage paperwork and filing
- Order Office Supplies
- Schedule Meetings and Events
- Prepare Presentations

## PROJECTS (Built Web Apps)

- Built a **Landing Page**, which has responsive features in helping users navigate easily. In this project, I learnt media query and how to deploy projects with netlify.
- Developed a **Calculator** using JavaScript, which allows users to apply simple mathematical calculations. I faced many challenges with the too much classes, which led me to the introduction of React.js that uses more of functions.
- Currently on a **Weather App** and an **E-Commerce Website** using Tailwind CSS, HTML, React.js with featured media queries.

## SKILLS

- JavaScript (React.js), Git, HTML, CSS, Tailwind, Document Management, People Management, General Administration & Soft Skills.

## PROFESSIONAL INTERNSHIP EXPERIENCE

**Student Intern**
- Liaising with customers and management
- Marketing premium packages
- Attending international conferences
- Assisting with writing of minutes and reports
- Arranging travel documents and booking of flights

## COMMUNITY SERVICE
- Volunteer Secretary at Feedore (NGO), an organisation that aims at feeding less privileged persons at urban but deprived areas.
- Volunteer at Church Missions to deprived rural areas
- Volunteer at a Disability Conference

## LANGUAGES

- Fully fluent in English
- Intermediate knowledge of French

## REFERENCES

**Available upon request**