

Ada

adaprogress13@gmail.com | +233 532833798 | Accra

CAREER OBJECTIVE

Skilled and adaptable web developer with strong problem-solving abilities and a collaborative mindset. Experienced in building user-focused solutions for educational and real-world challenges. Works effectively independently or in teams, learns quickly, and thrives in fast-paced environments.

WORK EXPERIENCE

Executive Secretary

Fordesh Africa, Virtual

Jan 2025 - Oct 2025

Developed and maintained web platforms, applying skills gained from the ALX Virtual Assistance course.

Managed and updated social media content to enhance online presence and engagement.

Conducted research and documented findings for comprehensive project reports.

Organized meetings and assisted with daily budgeting and administrative planning.

Front-end Developer

Academy Achievers, Virtual

Sep 2024 - Jan 2025

Planned strategies to engage a broad audience of tech enthusiasts through innovative events. Developed and designed a professional website to enhance the company's online presence and user experience. I actively contributed to inclusive tech events that foster innovation among underrepresented groups.

Executive Secretary

Fordesh Africa, Accra

Jan 2022 - Dec 2024

- Efficiently managed high-priority tasks delegated by the Chief Executive Officer

- Organized, scheduled, and coordinated meetings to support effective communication and workflow

- Drafted, reviewed, and arranged professional documents and emails to maintain clear and well-structured correspondence

EDUCATION

Bachelor of Computer Science (B.C.S.)

IPMC-College Of Technology

2021 - 2025

Diploma, Programming

IPMC-College Of Technology

2022 - 2025

Senior Secondary (XII), WASSCE

St. Mary's Senior High

2021

TRAININGS / CERTIFICATIONS

Front-end Pro Development

Aug 2025 - Present

ALX(Online Course), Virtual

Virtual Assistance

Jul 2024 - Sep 2024

ALX(Online Course), Virtual

- Developed strong skills in Microsoft Word and Excel for organizing data, analyzing information, and creating structured meeting agendas
- Completed training in virtual assistance, learning how to manage tasks, support executives, and maintain efficient workflows

AI Tools

Jun 2024 - Jul 2024

ALX(Online Course), Virtual

- Learnt how to use AI tools proficiently to work effectively
- Built several projects using AI tools
- Understood in depth the concept of AI.