

IKEOGU ZIKORA IFECHUKWU

Web Developer | Aspiring Architect & AutoCAD Drafter | Administrative Professional

"Bridging digital innovation and architectural vision through clarity, craft, and purpose."

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Versatile Web Developer with over 4 years of experience crafting responsive, efficient, and user-centered digital experiences using PHP, JavaScript, TypeScript, React, HTML, CSS, and TailwindCSS. Guided by precision and creativity, I build with intention — where function meets design.

An Aspiring Architect and AutoCAD Drafter by nature and lifelong calling, I am drawn to the harmony of form and structure — seeing architecture not just as a skill, but as something woven into who I am. Alongside a strong background in administrative support, I bring organization, reliability, and clear communication to every project I undertake.

Key Skills

Administrative & Office Skills

- Record management & filing systems
- Scheduling & calendar coordination
- Report preparation & documentation
- Communication & interpersonal skills
- Teamwork & collaboration
- Attention to detail & confidentiality

Technical & Digital Skills

- Web Development: PHP, JavaScript, HTML, CSS, TailwindCSS, React
- Database Management: MySQL (basic)
- Design & Drafting Tools: AutoCAD, Floorplan Creator, VS Code
- Productivity Tools: Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace (Docs, Sheets, Drive)
- Core Competencies: Problem-solving, Critical Thinking, Attention to Detail

Work Experience

Administrative Assistant — [Sitrid International School], [Port Harcourt]

September/2025 – Present

- Provide administrative support including record-keeping, filing, and correspondence.
- Assist staff and students with inquiries, scheduling, and documentation.
- Maintain organized databases of school resources and student records.
- Support reporting and communication between management, teachers, and parents.
- Introduced digital tools to improve efficiency in document management and communication.

Web Developer (Freelance/Personal Projects)

September/2024 – Present

- Design websites using PHP, JavaScript, HTML, CSS, TailwindCSS, and React.
- Collaborated with a team of developers to build a fully dynamic and user-friendly school website.
- Designed and implemented a robust admin dashboard, enabling non-technical staff to update site content efficiently without writing code.
- Developed backend functionality for secure form data handling, including the upload and management of student results.
- Engineered database interactions to support student registration and record management, ensuring data integrity and accessibility.
- Integrated a student performance lookup system, allowing parents to search and view their child's academic results using a unique ID thus enhancing transparency and engagement.

AutoCAD Drafter (Personal Projects / Training Practice)

January 2025 – Present

- Created detailed 2D architectural drawings and floor plans for residential design concepts, focusing on spatial flow and proportional accuracy.
- Utilized AutoCAD to draft layouts, elevations, and sections, maintaining precision in measurement and technical clarity.
- Experimented with space optimization and lighting balance, developing visual awareness for structure and form.
- Collaborated informally with peers and mentors to review designs, incorporate feedback, and refine drafting techniques.
- Continually expanding knowledge of architectural standards, building layouts, and presentation drawings to bridge design and digital development.

Education

Diploma/Certificate in Computer and Office Management – [Xplorers Computer School, Port Harcourt], 2025

- Covered Microsoft Office Suit (Word, Excel, and PowerPoint).
- Gained hands-on experience in office and business management.
- Developed skills in record keeping, communication, and organizational support.

Certificate in Web Development – [WebCapz Technologies, Port Harcourt], 2024

- Covered front-end and back-end technologies (HTML, CSS, JavaScript, React, Tailwind and PHP).
- Gained hands-on experience building and deploying functional web projects.

Certificate in AutoCAD Design and Drafting – [Wedigraf Technologies, Port Harcourt], 2024

- Completed structured training in 2D drafting and architectural drawing using AutoCAD.
- Developed proficiency in creating floor plans, elevations, and sectional views with precise dimensioning and scaling.

- Gained practical experience interpreting architectural concepts and construction layouts into technical drawings.
- Strengthened understanding of design standards, spatial planning, and presentation techniques used in professional drafting.

Senior Secondary School Certificate in Science – [Onward Comprehensive Secondary School, Anambra], 2019

Additional Information

Languages

Igbo
English

Interests

Reading
Drawing
Creative Writing
Spoken Words

References

Okoye Tochukwu Godfery - Aluminum Fabricator and Glazier, OTG Home Ventures
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