

# IKEOGU ZIKORA IFECHUKWU

Web Developer | Administrative Professional

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

Port Harcourt, Nigeria | [zikoraikeogu5@gmail.com](mailto:zikoraikeogu5@gmail.com) | 08075005248 | izik.netlify.app

Versatile Web Developer with 2+ years of experience creating responsive, efficient, and user-focused digital solutions using PHP, JavaScript, TypeScript, React, HTML, CSS, TailwindCSS, and Bootstrap. I build with intention — where practical function meets thoughtful design. With a solid background in administrative support, I bring organization, reliability, and clear communication to every project.

## 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, Bootstrap
- **Database Management:** MySQL (basic)
- **Development Tools:** 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*

- Designed and developed websites using PHP, JavaScript, HTML, CSS, TailwindCSS, React, and Bootstrap as needed.

- Collaborated with a small developer team to build a fully dynamic, user-friendly school website.
- Created an intuitive admin dashboard that allowed non-technical staff to update site content without writing code.
- Built secure backend functionality for handling form submissions, including the upload and management of student results.
- Engineered database structures and interactions to support student registration, records management, and long-term data integrity.
- Integrated a student performance lookup system that enabled parents to access their child's academic results via a unique ID — improving transparency and engagement.
- Developed a fast, one-click donation platform using Paystack and Stripe payment gateways, with a secure, admin-only dashboard accessible via a unique key for managing all payment records.

## **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.

**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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