

**Joseph B. Hills**

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**PROFESSIONAL OBJECTIVE:**

I am seeking a full-time/part-time job as an Engineer, Educator, or IT Technician to advance my technical skills and work with individuals with special needs and different cultural backgrounds.

**EDUCATION:**

**Bachelor of Science (BSc)**, Computer Science & Engineering – College of Engineering and Technology, William V.S. Tubman University, East Harper, Maryland County, November 28, 2020.

**GPA: 3.26**

**Certificate** - Entrepreneurship Education, Center for Entrepreneurship Studies, William V.S. Tubman University, Harper, Maryland County 2018-2019

**Diploma & WAEC Certificate**, Jimmy Jolocon High School, Somalia Drive, Gardnerville, Montserrado County - 21<sup>st</sup>, July 2013

**RELEVANT EXPERIENCE:**

**Co-Chairman, Academic Quality Assurance Committee, Grand Bassa University, 2025**

- Co-supervised team on Academic Quality Assurance Manual
- Provision of compliance training
- Monitor, Evaluate, and Assess Quality Control Processes

**Head of Department, ICT Department, Grand Bassa University, 2024**

- Manage/Supervised the University Network Infrastructure
- Supervising curriculum and extra-curricular activities
- Lesson delivery for the course (s) assigned
- Assessing, planning, and providing monthly reports

**Program Officer, USAID-Youth Advance, 2024**

- Provide training schedule and reports
- Coordinate with trainers on program implementation

- Ensured all guidelines and policies are fully adhered to the program duties
- Ensured the implementation of all the monitoring and evaluation processes are followed for efficiency

#### **Health and Safety Officer, Unique Business Construction Incorporated, 2023**

- Ensure all safety policies [Generic Risk Assessment] are prepared, monitored, and implemented on-site [AML concession].
- Conduct daily toolbox talks and communicate the Point of Work Risk Assessment.
- Ensure all Safety Personal Preventive Equipment (PPE) are provided
- Assist the Project Supervisor with Material Safety, and Supervise Project

#### **Project Manager, Fidelity Engineering, Real Estates & Construction Company, 2022**

##### **Responsibilities:**

- Manage projects, and report progress to project owners
- Supervisor workers and provide consultation for designs.
- Produces 2D and 3D CAD draft for projects
- Ensure Projects meet deadlines and are in line with the Gantt Chart.
- Managing Project Scopes, Claims, and durations
- Manage and track all equipment on and off-site

#### **Engineering/ ICT Lecturer, Grand Bassa University, 2021-Present**

##### **Responsibilities:**

- Lecture course(s) assigned, and lecture-assigned courses
- Monitor and Maintain Computer Laboratory and other peripheral devices
- Supervised the ICT Network infrastructure team on task
- Facilitate extracurricular boot camp activities for students with an interest

#### **Consultant, Technology Consultancy (Tech-con), 2021**

##### **Responsibilities:**

- System design analyst (Web & Databases)
- Advisory role for project implementation
- Aid in conceptual designs and programming
- Trainer for new/volunteer staffers

**Trainer**, Youth Empowerment Network (YEN), 2021

**Responsibilities:**

- Trained participants in emailing services and advanced features
- Trained participants in Microsoft Suites [Excel, PowerPoint, Publisher, etc.]
- Trained participants to use online conferencing platforms [Tencent, Zoom, Meet, etc.]
- Enhanced participant's Technological ideas and Entrepreneurial skills
- Trained participant in doing effective Research online for learning purposes

**Instructor**, Nyenedialyae Vacation Technical College (NVTC), 2020-2021

**Responsibilities:**

- Developed Computer Literacy curriculum
- Revision, of course, outlines and scheduling of curriculum activities
- Lecture students with PowerPoint presentations and other related Tech software.
- Supervisor on field trips for experiential learning

**Data Clerk Analyst**, World Food Program (WFP) – ICT Department, 2020

**Responsibilities:**

- Inputting data obtained from the field officers into the database
- Analyzing the data and computing results for food distribution

**Intern**, Orange-Liberia – ITN/ICT Technician, 2018-2019

**Responsibilities:**

- Installation of PCs and software, Troubleshooting, and replacement of deteriorated computers.
- Cramping Network cables, configuring network, and installing routers at Orange POS.
- Monitoring of Hik-version securities cameras server and reporting footage to the Head office.
- Trained in performance testing of the network, OS, and devices.
- Router and Switch configuration and configuring Staff to the internal email domain.

**Manager**, Smile Graphics Center, Harper City, Maryland County - 2016

**Responsibilities:**

- Improving and maintaining efficiency.
- Choosing the correct software, communication system, and design.
- Routine checks on daily activities and making reports to the owner representative

**Help Desk Representative**, Continental Internet Café and Desktop Publishing Center, Harper City, Maryland County - 2014

**Responsibilities:**

- Assisting customers when they have problems with desktop publishers (Ms. Word, excel, publisher, PowerPoint, etc.)
- Assigning Network code to customers to have access to the network
- Troubleshooting for network connection errors
- Monitoring customer's login time and confirming prints on the shared printer on the network

**Volunteer experience**

**Computer Lab Technician**, Computer Science Department, William V.S. Tubman University, 2019

**Responsibilities:**

- Aid in Troubleshooting the Computers at Tubman University Workstation
- Aid in Installing routers and network cables
- Aid in Reinstalling O.S. at Tubman University Computer Labs, and Crimping network cables

**Print/Media Consultant**, Tubman University Volunteers Movement (TUVVM), William V.S. Tubman University, 2020

**Responsibilities:**

- Recommend layout and design for prints and Publication
- Setup digital platform for conferences, online meetings, and awareness campaigns on social media platforms
- Design flyers & tags for upcoming programs
- Provide digital literacy training for volunteers

**Facilitator/Tutor**, Scholar Congress, William V.S. Tubman University, 2015-2017

**Responsibilities:**

- Providing technology training/seminars
- Sharing web content on social media pages

**Additional Skills**

- Excellent working experience in the Microsoft Office suite
- Basic architecture Drafting with the aid of AutoCAD 2D and Revit
- Basic knowledge in Programming (C, C++, Python)
- Frontend - Web development and management
- Intermediate knowledge of **Frontend** Web development and Database Creation (**Access, SQL, MySQL**)
- **Intermediate knowledge in computing device** troubleshooting and repairs (**A+**)
- Intermediate Network Engineer & System Administrator

**ACHIEVEMENTS/CONTINUOUS LEARNING:**

- Certificate of completion, **USAID Future Proof Skills Trainer**
- Certificate of Participation, Online Winter Computer Concepts (OWCC) 2023
- Certificate of completion of intensive internship training at Orange-Liberia
- Certificate of participation in WITBE training (Odkla Network Performance and Speed Test Simulation]
- Certificate of completion, Center for Entrepreneur Studies (CES), William V.S. Tubman University
- Certificate for High Honors and Outstanding Academic Performance at William V.S. Tubman University
- Certificate of completion in JavaScript Fundamental, GOPAWE
- Certificate of completion in Basic computer networking (Routing & Switching)
- Certificate of Participation, Orange-Liberia Tech4Adult Literacy Hackathon
- Certificate of Participation, Mercy Corps/KTK CBOs training (TUVN-Maryland)

## REFERENCES:

### **Rev. Dr. Arnold G. Hill, PhD**

Interim Management Coordinator

Grand Bassa University

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### **Mr. Abdulai Sheriff, MSc.**

Dean

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### **Dr. Oche Michael, PhD**

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### **Mr. Abel K. Teewon, MBA**

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### **Mr. Felix Archie Blayon, MSc**

Server/Network Administrator William V.S. Tubman University

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