JOANA NORNOR-QUADZIE

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Summary

As an optimistic individual with a background in administrative and sales assistant roles, I have cultivated a wealth of experience in fostering reliable customer relationships, refining interpersonal communication skills, and excelling in both remote and in-person work environments. My contributions have been instrumental in driving the growth of the organizations I've served.

Acknowledging the ever-growing significance of technology in contemporary society, I am compelled to embark on a new challenge of pursuing a Web Development program. This decision serves as a pivotal step towards establishing myself in the dynamic space of technology. I am enthusiastic about embracing this opportunity and eagerly anticipate a rewarding career progress within the tech industry.

Skills

Languages: HTML | CSS | JavaScript
Frameworks: React | Bootstrap | Tailwind | Node.js
Other: Github | Jira | Figma | Vercel | Teamwork | Time Management | Organizational skills

Experience

Mest Africa |Generation Ghana | Web Development Intern | 02/2024 - Present

- Receiving instructions in programming languages including HTML, CSS, and JavaScript
- Utilizing programming frameworks to construct interactive and responsive websites
- Acquiring soft skills to effectively practice communication skills, particularly during presentations

Sure Success College | Administrator | August 2023 - Present
- Providing effective leadership and management which includes setting goals and implementing policies to ensure the smooth operation of daily activities
- Implementing effective curriculum that meet academic standards and preparing students for success
- Enforcing disciplinary policies to check student behavior to promote conducive learning environment
- Allocating and managing school budget effectively to ensure responsibility and transparency
- Building positive relationships with parents and guardian and communicating effectively with them regarding new developments and projects

2T&J Hygiene and Paper Solutions Limited | Administrative/ Sales Assistant | July 2021 - February 2022
- Efficiently scheduled appointments and manage calendars, ensuring optimal use of time and resources
- Prepared and distributed memos, emails, invoices and reports with accuracy and attention to detail

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- Cultivated relationships with prospective clients through effective communication and introducing them to diverse range of products and services

Projects

Mest Africa

- Collaborated with team members to develop the frontend of an ecommerce marketplace focused on buying and selling agricultural products. Utilized HTML, CSS, and Bootstrap for the implementation - https://github.com/Opal-Organic-Market/Opal-Foodcart.git
- Designed and developed a personal landing page employing HTML, CSS, and JavaScript to showcase personal information and projects - https://github.com/JoanaQuadzie/Landing.git
- Developed a Todo and recipe application using react router, enabling users to search recipes by their names efficiently - https://github.com/JoanaQuadzie/Recipe-app.git
- Engaged in team collaboration to construct a responsive movie search application, featuring a comprehensive list of popular and top-rated movies with user ratings and reviews. Utilized the TMDB API for dynamic search and result display - https://github.com/Opal-Organic-Market/movieSearchApp.git
- Developed the front and back end of a portfolio website displaying personal details, skills, projects, achievements, experiences, blogs and contact information and allowing information update - https://github.com/Opal-Organic-Market/Portfolio-.git

Moreton Bay Regional Council | Virtual Internship

- Participated in a virtual internship with Moreton Bay Regional Council
- Completed a job simulation focused on website planning and development
- Produced a sitemap and user flow using a diagram creation tool
- Developed a landing page using HTML & CSS

Education

Mest Africa | Generation Ghana
Certificate in Web Development | April 2024

Advanced Learning Interactive Systems Online | ALISON | April 2023
Certificate in Administrative Skills and Customer Service Support

Kwame Nkrumah University of Science and Technology
BSc Aquaculture and Water Resource Management | 09/2020

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Awards & Certifications

Moreton Bay Regional Council Certificate | Feb 2024
Participation in forage virtual Internship

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