# KASIA AMPOMAH

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## PROFESSIONAL SUMMARY

A motivated and versatile Front-End Developer and Procurement graduate with a solid academic and practical foundation. Recently certified in Front-End Development from MEST, I combine a strong understanding of UI/UX principles, responsive web design, and JavaScript frameworks with a background in logistics and data analysis. Passionate about creating intuitive, efficient, and visually appealing web applications. Eager to contribute to dynamic tech teams and continuously grow in the software development space.

## TECHNICAL SKILLS

- Front-End Development: HTML5, CSS3, JavaScript, React.js, Tailwind CSS  
- Version Control: Git & GitHub  
- Tools & Platforms: Visual Studio Code, Figma (basic), Chrome DevTools  
- Soft Skills: Effective Communication, Attention to Detail, Team Collaboration  
- Other: MS Excel (VLOOKUP, PivotTables), ERP Systems (SAP, Oracle – if applicable)

## PROJECTS

Portfolio Website – Designed and built a personal portfolio using React and Tailwind CSS to showcase skills and projects.  
Product Landing Page – Created a responsive, animated product landing page using HTML, CSS, and JavaScript.

## EDUCATION

Front-End Web Developer- MEST Africa(May, 2025-To date)

Bachelor of Science in Procurement and Logistics  
Ghana Communication Technology University, Accra  
(Jan 2020 – Nov 2023)

## PROFESSIONAL EXPERIENCE

Contract Administrator Intern – University of Ghana, Logistics Directorate  
Jan 2025 – Present  
- Assisted in negotiating key contract terms with vendors  
- Drafted and reviewed sales and purchase contracts  
- Ensured compliance with company contract policies

Procurement Assistant (NSP) – Ghana Ports and Harbors Authority, Tema  
Nov 2023 – Oct 2024  
- Procured goods and services using multiple procurement methods  
- Coordinated customs clearance for international shipments  
- Utilized ICUMS system for clearing processes

Finance Assistant Intern – Driver's Licensing and Vehicle Authority (DVLA), 37  
Dec 2022 – Dec 2022  
- Entered financial data and generated reports  
- Updated records in ledgers and journals  
- Maintained confidentiality of client data

Administrative Assistant Intern – Precious Mineral Marketing Company, Accra  
Nov 2021 – Dec 2021  
- Organized filing systems and prepared reports  
- Maintained and updated performance tracking spreadsheets

## PORTFOLIO WEBSITE

https://kasia-portfolio-tau.vercel.app/

## REFERENCES

Twumasi Kwadwo Papa – Senior Registrar, UG Logistics  
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Nana Agyeman Prempeh – GCTU  
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Fredrick Kyei – Procurement Supervisor, GPHA  
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