Joel Lutor Yiye

Web Developer & Virtual Assistant
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AREAS OF EXPERTISE

- Front-end development (HTML, CSS, JavaScript).
- Responsive UI/UX design for mobile/desktop.
- Social media content scheduling.

- Calendar & schedule management.
- Data entry, research and documentation.
- Handling confidential information professionally.

- Creation of marketing visuals and digital assets.
- Brand-aligned visual design and typography.
- Visual problem-solving.

- Website performance optimisation.
- File organization (Google Workspace/Microsoft 365).
- Project coordination and task tracking.

- Debugging, testing and cross-browser compatibility.
- Ability to work independently with flexible scheduling.
- Effective time management capabilities.

KEY ACHIEVEMENTS

- Developed a comprehensive web-based application designed to manage customer information, streamline registration processes, maintains detailed payment billing records, while integrating secure user authentication and registration modules, allowing customers to create and manage accounts, update personal information and reset passwords securely.

- Built a fully responsive booking form designed to provide a seamless user experience across all devices, including desktops, tablets, and mobile phones. Utilized HTML and CSS (Flexbox/Grid) to create a visually appealing and adaptable layout, ensuring consistent form accessibility and usability on varying screen sizes.

- Successfully handled confidential informatio with consistent discretion and adherence to employer policy.

PROFESSIONAL EXPERIENCE

Personal Assistant - Freelance (01/2024 - Present)   **Abuja, Nigeria**

Personal Virtual Assistant (Remote)

- Manage daily calendars, schedule meetings, and coordinate time-sensitive appointments.

- Conduct researches, prepare reports and create documentstion to support employer employer's decision making.

- Organize digital files, manage shared workspaces and maintain up-to-date records for easy access.

- Track deadlines, maintain task lists, and ensure projects stay on schedule.

Playzone Technologies Limited (08/2022 - 02/2024)   **Abuja, Nigeria**

Game Systems Developer

- Developed and implemented automated game moderation tools to ensure fair play and enforce community guidelines, reducing manual intervention and enhancing player experience.
- Designed and maintained back-end systems to manage real-time game events, player data, and in-game economies, ensuring seamless and scalable game sessions.
- Collaborated with the development team to create new game scenarios and mechanics, leveraging scripting and coding skills to enhance game-play features.
- Conducted code reviews and participated in debugging sessions to resolve technical issues during live game sessions, improving game stability and performance.

Buypower (03/2021 - 08/2022)   **Abuja, Nigeria**

Front-end Web Developer

- Developed and maintained responsive web interfaces using React and CSS, ensuring optimal user experience across various devices and screen sizes.
- Implemented dynamic and interactive features using JavaScript, enhancing the platform's usability and customer engagement.
- Collaborated with UX/UI designers to translate wire frames and prototypes into high-quality code, aligning with brand guidelines and user expectations.
- Optimized front-end performance by reducing load times and improving page rendering efficiency through code refactoring and asset optimization.
- Conducted thorough testing and debugging of front-end code, resolving issues promptly to ensure smooth and error-free user interactions.

Akem Travels and Tours (08/2019 - 02/2020)   **Abuja, Nigeria**

Web Developer & Design Intern

- Developed and maintained Akem Travels and Tours website and in-house travel booking management systems.
- Collaborated with the marketing team to create landing page for travel packages.
- Developed appealing web-front ends, including creating a color pallet and style guide for the organisation.
- Acted as the point of contact for system and website issues such as broken links, formatting and typographical errors.
- Designed digital assets and marketing visuals for landing pages (icons, banners, colour-coordinated layouts).

EDUCATION

FEDERAL UNIVERSITY OF AGRICULTURE, MAKURDI, NIGERIA

Bsc (Hons) Computer Science

CERTIFICATIONS

- Responsive Web Design V8 - FreeCodeCamp
- JavaScript Algorithms & Data Structures V8 - FreeCodeCamp