

FONGWADE MBONGNWI MANKA KAHLUM

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Jouvence, Yaounde

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GRAPHIC DESIGNER

SKILLS

- Creative & Graphic design
- Proficient in Microsoft Office - MS Word, MS Excel and PowerPoint
- Programming
- Problem Solving
- Attention to detail
- Teamwork and Collaboration
- Flexible and Adaptable
- Dependable and Responsible
- Excellent verbal/written communication
- Excellent Team player

EDUCATION

BSc Computer

January 2025

University of Buea, Buea, Cameroon.

SPECIALIZED TRAININGS AND CERTIFICATIONS

SG Concepts – Graphic Design (Photoshop)	2023
Tadita Group Institute - Flyer, business card & mockup design	2022
Power Bache Education – MS Excel, Publisher, PowerPoint & Word, Photoshop, Illustrator	2021

WORK EXPERIENCE

VOLUNTEER

Cameroon International Tech Summit October 2024

- Conducted Participant registration
- Participated in the distribution of participants kits
- General organization of venue before and after summit.

ADMINISTRATIVE ASSISTANT (Hybrid Role)

Mindshift Consultancy Yaoundé January 2022 till date

- Prepared administration documents for founder and partners
- Created PowerPoint presentation for different summits and training workshops
- Preparation of budget for seminars
- Manage registration of participants for different seminars and workshops
- Handled cash and Mobile Money (MTN & Orange)
- Manage training materials for summer training workshop (Purchased and distribution)

GRAPHICS DESIGNER

Freelance March 2021 till date

- Designed flyers for 50+ small businesses
- Designed business cards for 25+ individuals and businesses