

# Elikem Normegbor-Selassie

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## PROFESSIONAL SUMMARY

I am a motivated IT student prepared to launch a career in the field. Strong academic foundation with a passion for technology. Quick learner, adaptable to new technologies, and thrives in collaborative environments. Excellent problem-solving and communication skills. Committed to continuous learning and staying updated with industry trends. Eager to contribute to project success and provide exceptional technical support. Ready to bring energy, dedication, and a positive attitude to an IT role and make a meaningful impact.

## Skills

- |         |         |              |
|---------|---------|--------------|
| ✓ Figma | ✓ React | ✓ JavaScript |
| ✓ HTML  | ✓ CSS   |              |

## Attributes

- |              |                   |               |
|--------------|-------------------|---------------|
| ✓ Confident  | ✓ Result oriented | ✓ Team player |
| ✓ Determined | ✓ Self-motivated  |               |

## Experience

**Intern, Beacon of Hope Foundation NGO, Accra | 2022**

### Responsibilities

- As part of my role, I was responsible for managing files efficiently and effectively.
- I performed maintenance on their website
- I handled the process of sending and receiving mails and packages, ensuring timely and secure delivery.

**Intern, Accra Metropolitan Assembly, M.I.S office, Accra Central | 2021**

### Responsibilities

- I took charge of managing files, organizing them systematically and ensuring easy access and retrieval.
- I was responsible for performing data entry tasks with precision and attention to detail, maintaining accuracy in the records.
- I handled the important task of reconciliation, comparing and verifying data to ensure consistency and identify any discrepancies or errors.

## Education

- Ghana Communication Technology University (G.C.T.U) | 2019-2023
- W.A.S.S.C.E Certificate in General Art Accra Academy S.H.S | 2016-2019
- B.E.C.E Certificate Ave Maria School | 2006 – 2016