

Nadia Kafui Bokorddedzi

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Summary

I am enthusiastic about providing technical solutions through the aid of both Front-end and back-end web development. My aim is to contribute to the tech community through creation of user-friendly and visual-appealing projects. My knowledge and experience in the business and administrative health field gives me a competitive advantage in applying these perspectives to tasks.

Skills

Languages: JavaScript

Frameworks: React | Tailwind | CSS

Database: MongoDB

Other: Git | Jira | HTML

Education

Web Development Training, In progress: 02/2024

Meltwater Entrepreneurial Science and Technology, Accra

Skills acquired:

- HTML
- CSS
- JavaScript
- React
- Tailwind CSS
- MongoDB
- Nodejs

Data Analytics Essentials, Graduation: 10/2023

Cisco Networking Academy

Skills acquired:

- MySQL
- Tableau Public

BSc in Administration, Graduation: 02/2022

University of Ghana, Legon.

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Skills acquired:

- Management
- Administrative skills

Experience

Health Services Administrator

Nov 2022 - July 2023

ST. MARTIN'S MEMORIAL HOSPITAL, DANSOMAN

- Drafted work plan, action plan and strategic plan for the Facility.
- Organized relevant teams and committees such as IPC, Staff Welfare Committee among others for smooth running of the Hospital.
- Managed daily operations of the Facility.
- Liaised with the financial department for effective financial planning and control.
- Implemented Facility's operational and financial plans.
- Liaised with relevant stakeholders such as the Ablekuma West district and regional health directorate and municipal assemblies in carrying out health programs, activities and training.
- Prepared monthly, quarterly and annual reports.
- My tenure of leadership contributed to the strengthening of security systems, incorporation of new specialist services and improve staff and clients' satisfaction.

Health Services Administrator Intern/National Service Personnel

Oct 2021 - Aug 2022

TEMA GENERAL HOSPITAL, Accra

- Rotated through all departments to acquire both clinical and non-clinical knowledge.
- Drafted official correspondences such as memos, reports, transport returns and letters.
- Organized minutes for meetings.
- Disseminated circulars to user departments.

Projects

MEST | Open Source

1. Created landing pages using HTML and CSS.
2. On-going creation of a To-do app landing page using react.
3. Website development on agricultural products e-commerce market.
4. Front-end web development of a movie search app.

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Awards & Certifications

1. M-fit project| Women in Tech| Jobberman Ghana| Soft skills Acquisition
2. Data Analytics Essentials| Cisco Networking Academy
3. Web Development Job Simulation| Forage Entrepreneurship and Innovation | Moreton Bay Council