

Justice Oppong Tuah

Data Analyst | Project Management Enthusiast | Digital Marketing Professional | Teacher
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PROFILE

A versatile and safety-conscious professional with a strong background in education, IT coordination, and operational leadership. Experienced in teaching, data systems management, and team supervision across schools, government offices, and commercial environments. Skilled in digital tools, problem-solving, and process improvement. Committed to creating structured, inclusive environments that promote learning, compliance, and professional growth.

PROFESSIONAL EXPERIENCE

Turney School, West Dulwich, London, UK

Teaching Assistant

June 2025 – Present

- Supported 6 pupils with autism and SEND needs, contributing to a 100% IEP goal completion within term.
- Facilitated daily communication logs and collaborated with 3+ specialists to ensure consistent student support.
- Helped reduce behavioural incidents by applying de-escalation techniques and structured routines.

The Clean Space, London, UK

Manager

August 2023 – Present

- Lead and oversee commercial cleaning operations across multiple sites, maintaining 100% compliance with hygiene and safety regulations.
- Manage scheduling for a team of 20+ operatives and resolve site issues, improving operational efficiency by 20%.
- Conduct regular staff training and performance reviews, increasing staff retention by 25% over a 6-month period.

Ghana Education Service – Municipal Education Office, Duayaw Nkwanta

Municipal IT Staff

January 2021 – April 2023

- Coordinated IT operations across 50+ schools, ensuring timely submission of education data to the National Educational Database.
- Automated staff data validation processes using Excel tools, reducing manual errors by over 40%.
- Supported regional educational audits by maintaining accurate records and compliance reports.

Brainy Base Farms

Farm Owner and Manager

September 2019 – June 2023

- Managed day-to-day operations of a poultry farm with over 1,000 birds, achieving 90% monthly production targets.
- Negotiated supplier contracts, reducing feed costs by 15% while maintaining quality.
- Developed tracking systems for sales and inventory using Excel, improving cash flow visibility.

Ghana Education Service – Tanoso M.A. Model School, Ghana

Assistant Director 2 / ICT & Mathematics Teacher

September 2013 – December 2021

- Supervised 20+ staff and coordinated curriculum implementation for 400+ students.
- Developed and implemented ICT lesson plans aligned with national standards, resulting in a 30% improvement in student assessment scores.
- Introduced digital teaching aids, increasing student engagement and reducing classroom disruptions.

Achilinks Consult, Ghana

IT Coordinator / Part-time Instructor

September 2013 – July 2020

- Managed digital records for 200+ IELTS/TOEFL candidates and ensured GDPR-aligned data handling.
- Provided technical training to 15+ staff, reducing IT support issues by 50%.
- Delivered English prep courses with a 75%+ pass rate among adult learners.

PROJECTS

Machine Learning Integration Into Web Development

University of the West of Scotland, UK

- Automotive Technology
- Technological Advancement within web developments for enhanced products outreach

Professional Website Development

- <https://thejusticepetco.com/>
- <https://justiceoppongтуah.com/>

EDUCATION

MSc. Information Technology

University of the West of Scotland, London, UK

Completed: May 2024

BSc. Administration (Marketing)

University of Ghana, Legon

Completed: April 2013

Diploma in Basic Education (Pre-Technical Skills & Mathematics)

Mampong Technical College of Education, Ghana

Completed: August 2008

CERTIFICATIONS

- **MySQL for Data Analytics – Analyst Builder**(2025)
- **Google Foundations of Digital Marketing and E-commerce**, Coursera (2025)
- **Corporate Finance Institute Fundamentals of Data Analysis in Excel**, Coursera (2025)
- **Google Foundations of Project Management**, Coursera (2025)
- **Highfield Level 2 Award for Door Supervisors in the Private Security Industry (SIA 2025)**
- **Highfield Level 2 Award for CCTV Operators (Public Space Surveillance) in the Private Security Industry (SIA 2025)**
- **he Complete Python Bootcamp from Zero to Hero in Python**, Udemy (2024)
- **The Complete SQL Bootcamp: Go from Zero to Hero**, Udemy (2024)
- **Data Analysis with Pandas and Python**, Udemy (2024)
- **Microsoft Excel - Excel from Beginner to Advanced**, Udemy (2024)

SKILLS

Technical Proficiency: Strong knowledge of IT applications, data analysis tools, and web development.

Machine Learning & Web Integration: Researched and developed insights on how AI enhances user experience in web applications.

Leadership & Supervision: Proven ability to manage teams, train staff, and enforce compliance.

Data Analysis: Skilled in Excel, SQL, Tableau, Power BI, and Pandas for extracting and interpreting data insights.

Problem-Solving & Decision-Making: Adept at identifying operational inefficiencies and implementing solutions.

Communication & Customer Service: Strong verbal and written communication skills, with the ability to engage with customers and colleagues effectively.

Safety & Compliance Awareness: Understanding of workplace safety standards and revenue protection protocols.

KEY INTERESTS

Risk Management & Threat Assessment – Passionate about identifying potential security risks, analysing threats, and implementing effective preventive measures to enhance safety and operational efficiency.

Crisis Management & Emergency Response – Interested in learning and applying best practices for handling emergencies, conflict resolution, and rapid decision-making under pressure.

Technology & Data Analytics – Passionate about using data-driven insights and machine learning applications to improve decision-making and efficiency.

Project Management & Leadership – Continuously enhancing skills in team coordination, workflow optimization, and strategic planning.

Fitness & Well-being – Engaged in long-distance cycling and jogging to maintain physical and mental fitness.

Community Engagement – Volunteering for educational programs to support underprivileged children and mentorship initiatives.

KEY INTERESTS

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