

PRAISE ONLY AKU ATADJA

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SUMMARY

As a software engineering student, my passion for creativity and a people-oriented approach drives me. I am a quick learner and eager to take on new challenges to develop my skills. I seek to apply my skills and knowledge in a dynamic and collaborative environment.

EDUCATIONAL BACKGROUND

African Leadership University – Kigali, Rwanda

January 2022 – December 2024

BSc. Software Engineering

(Mastercard Foundation Scholarship: Full-time undergraduate scholarship.)

- *Relevant Coursework: Python, JavaScript, Java, SQL, NoSQL, HTML, CSS, JavaScript Data Structures, Test Driven Development, Shell, Nginx, Load balancing, Regex, Rest APIs, Entrepreneurial Leadership*

RELEVANT CERTIFICATES (COURSERA)

- **People and Soft Skills for Professional and Personal Success** ([Certificate](#)) – IBM, Online **September 2022**
Five-course specialisation aimed to help individuals create & deliver impactful presentations, work professionally to provide quality work & experiences, collaborate effectively with teams, communicate productively and efficiently, deal with challenges, solve problems & implement solutions.

- **Information Technology(IT) and Cloud Fundamentals**([Certificate](#))–IBM, Online **March 2023**
Five-course specialization teaching hardware, operating systems, programming, database, networking, storage, cybersecurity, and cloud computing knowledge and skills to manage I.T. responsibilities within an organization.

- **Foundations of Project Management** ([Certificate](#)) – Google, Online **February 2023**
Introductory course to equip one with the skills to apply to introductory-level roles in project management.

- **Business Analysis & Process Management**([Certificate](#)) **March 2023**
A guided project for both beginners and professionals working in the fields of business analysis & business process management

PROFESSIONAL AND LEADERSHIP WORK EXPERIENCE

Office Manager

September 2017 - August 2020

Yahweh Saves Media– Accra, Ghana

- Developed and implemented efficient office procedures, increased productivity by 30%, and reduced 40% costs.
- Coordinated with teammates and ensured smooth operations and timely completion of 20 corporate branding tasks.
- Managed office project budgets, tracked project expenses, and decreased expenditures by 20%.

Administrative Assistant

August 2020 - October 2020

Royal Masters Examination Center- Accra, Ghana.

- Scheduled exam dates and times, coordinated with proctors and test-takers, and ensured that all necessary materials and equipment were available to garner valid academic results.
- Managed office project budgets, tracked project expenses, and decreased expenditures by 30%

Arts and Crafts Lead

June 2022 -July 2022

Project Summer– Alu, Kigali

- Oversaw the planning and executing of summer activities in art, music and culture for over 100 students.

Member, Rotaract Club Alu - Kigali, Rwanda

May 2022 - Present

- Actively engaging in community service projects.

SKILLS

- | | | |
|-------------------------|---------------------------|---------------------|
| • HTML & CSS | • Effective Communication | • Critical Thinking |
| • JavaScript & React Js | • Project Management | • Active Listening |

INTERESTS

- | | | |
|--------|----------|--------------------|
| • A.I. | • Health | • Entrepreneurship |
|--------|----------|--------------------|

LANGUAGES

- | | | |
|------------------------|---------------------|----------------|
| • English - Proficient | • French - Beginner | • Ewe - Native |
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