

Samantha Adda

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Summary

Versatile professional with a background in both business and frontend development, bringing a unique blend of strategic, operational, and technical expertise. With a technical proficiency in Frontend Development (HTML, CSS, JavaScript, and React), I build clean, user-friendly web interfaces. I bring two years of administrative and project management experience, combining soft skills like collaboration and communication with technical problem-solving to deliver efficient, scalable digital solutions.

Skills

Technical Skills: HTML, CSS, JavaScript, React, GitHub, Responsive Web Design, Tailwind, WordPress, FlutterFlow, Node.js, MongoDB

Business & Management Skills: Project Management/Planning, Operations, Administration

Soft Skills: Communication, Teamwork, Creativity, Time Management, Adaptability

Education

Frontend Web Pro | ALX | May-Present

Virtual Assistance | ALX | April 2025

Web Development | MEST Africa | April 2024

Frontend Development | Slightly Techie School | December 2023

BSc Resource Enterprise & Entrepreneurship | University of Energy & Natural Resources | November, 2020

Experience

Associate Project Manager – Excelerate

Remote May 2025

- Managed tasks and timelines for internal innovation projects.
- Used ClickUp and AI tools to improve team productivity and reporting.

Virtual Assistant/Project Manager – IceChip Technologies

Remote June 2024 - February 2025

- Planned and managed development projects, ensuring timely completion and alignment with company goals.
- Coordinated cross-functional teams, facilitating smooth communication and collaboration.
- Scheduled meetings and coordinated appointments between departments and clients for efficient time management.
- Developed and maintained project timelines, tracking progress and addressing bottlenecks.
- Handled email communications, responded to client inquiries, and directed messages appropriately.
- Maintained digital records for easy access and retrieval.
- Processed invoices and assisted with basic financial documentation.
- Organized virtual meetings, prepared agendas, and took detailed minutes for records.
- Ensured timely follow-ups with clients to maintain smooth business operations.
- Assisted in onboarding new hires by managing documentation and scheduling introductory meetings.
- Monitored project budgets and resource allocation to optimize efficiency.
- Maintained confidentiality and handled sensitive company information.

Associate Frontend Developer- CoreXtreme Technologies
September 2024

Remote June 2024 -

- Developed and maintained responsive pages for optimal user experience across devices.
- Implemented a vehicle registration page with a UI update for successful uploads and created a multi-navigation sidebar.
- Managed tab bars for specific user navigation and displayed total requests and payments in data tables.

Intern - CoreXtreme Technologies
Cameroon | April 2024

- Collaborated in developing an app to streamline a B2B purchasing process.
- Created a product proposal form for suppliers and managed pricing.
- Implemented order management features for businesses.

Intern - Moreton Bay Regional Council
February 2024

- Created a site map and user flow for a not-for-profit organization and developed a form to match the website.

Intern - IceChip Technologies
2023- June 2024

Ghana | November

- Worked closely with the UI/UX designer to implement a visually appealing website for an asset management platform to improve user experience, ultimately increasing the number of users for the platform.
- Created a dashboard that allows users to easily have a detailed overview of their assets, including the history of all transactions.
- Helped the backend team write API endpoints with Node.js to allow customers to register, log in, and track assets.

Certifications

[Job Simulation](#) | [Junior Web Developer](#) | [React](#) | [Virtual Assistant](#)