

Samantha Adda

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Summary

Experienced administrative professional transitioning into a career in web development. Two years in administrative roles have helped me build essential skills in teamwork, communication and time management. I recently completed a comprehensive 3-month course in frontend development and am currently enrolled in a 12-week web development program. I am passionate about leveraging my acquired skills to excel in creating dynamic web experiences. Seeking to apply administrative experience and newfound technical expertise to thrive in a web developer role. I offer a blend of interpersonal skills, adaptability, and technical proficiency. My diverse background will equip me to approach projects with creativity, efficiency, and a keen attention to detail.

Skills

Technical Skills:

Html, Css, Javascript, React, GitHub, Tailwind, Nodejs, MongoDB.

Soft Skills:

Collaboration, Communication, Time management, Creativity

Education

Web Development | MEST Africa | 04/2024

Frontend Development | Slightly Techie School | 01/2024

BSc in Resource Enterprise and Entrepreneurship Graduation | 09/2020

Experience

CoreXtreme - Cameroon | 04/2024

Worked together in a team to build an app designed to streamline the B2B purchasing process for large businesses and their suppliers.

- Worked on product proposal, by creating a product addition form to allow suppliers to propose their products on the platform.
- Worked on pricing management, which allows suppliers to set prices for their products.
- Worked on order management to allows businesses place orders for products

Moreton Bay Regional Council | 02/2024 - Virtual Internship

- Creating a site map and user flow for a not-for-profit organization
- Coding an HTML form to match the website

La Maison Restaurant Accra | 2022-2023 - Procurement and Stock Manager

- Developing procurement strategies that are inventive and cost effective, Sourcing and engaging reliable suppliers and vendors
- Performing risk assessments on potential contracts & agreements
- Controlling procurement budgets & updating financial records

Innovative Services Limited | 2022 - Customer Liaison Officer

- Provide required information and documents from shop owners, such as personal information, ID cards, and certificates.
 - Register and make provisions for clients who want to participate in the project and direct electricians to wire and provide meters to the right vendors.
- Monitor client satisfaction through follow-up on solving client issues and problems.

Ghana Civil Aviation Authority | 2020 - 2021 - National Service Personnel

- Registration of aircrafts
- Drafting and filing official letters and documentation
- Reviewing manuals and recording of minutes during meetings
- Use of Word and Excel, photocopying and printing

University of Education | 2019 - Intern

- Worked as an administrative assistant to the department of History Education.
- Coordinated interviews for the incoming Master's students
- Assisted in drawing budgets for the departments and accounted for the budget

Projects

- Todo App
Created an app for creating and adding todo lists with React
- Calorie Counter App
An app for inputting calories with HTML, CSS and JAVascript
- Bakery Landing Page
Created and landing page for a Bakery Website with Html and Css
- Personal Portfolio Website
Built my personal portfolio website with html, css and javascript

Awards & Certifications

2023 | Frontend Development

2023 | Data Analytics

References

Available upon request.