PM

PAPA KWESI MENSAH

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SUMMARY

A quick learner, fast thinker and analytically inclined young man. Highly effective at providing personal and remote support. Results-oriented and self-directed team player with an unsurpassed work ethic and energetic personality.

CAREER OBJECTIVE

I look forward to a challenging job where I can utilize my abilities to contribute to the organization's overall performance and the accomplishment of its mission.

SKILLS

Technical Skills:

- Familiarity with front end app development on iOS and Android.
- Proficient in HTML, CSS, and JavaScript web development.
- Experience with UI design tools such as Figma and Adobe XD.
- Familiarity with Node.js and Flutter framework.
- Well versed with the Microsoft Suite (Word, Excel, Power Point, Access).
- Proficient in Adobe Creative Suite (Photoshop, After Effects, Premiere).
- Experience with Canva, Autodesk Sketchbook and other design software.

Soft Skills:

- Strong problem-solving skills and ability to think creatively to come up with solutions.
- Excellent communication skills and ability to work collaboratively with designers, developers, and other stakeholders.
- Ability to work efficiently in a fast-paced environment and manage multiple projects simultaneously.
- Detail-oriented and committed to delivering high-quality work.

EXPERIENCE

IT DEPARTMENT / Etrapital Recruitment Agency – Ghana   *12/2022 - 04/2023*

Tasks:

- Designed and developed flyers for company ads and services.
- Collaborated with other software developers to build and manage the company website.
- Collaborated with a team of developers to develop and implement an app requested by a third-party company.
- Implemented updates on the company's website and various social media platforms.
- Designed and developed a high-fidelity UI prototype for three (3) separate apps.
- Wrote dart code in flutter framework for the front-end development of two (2) apps.
- Supported staff on day-to-day administrative and operational activities.

IT DEPARTMENT / University of Ghana Computer Systems - Ghana   *09/2021 - 11/2021*

Tasks:

- Trained in the basics of UI and UX design.
- Created a UI flow chart of a basic project.
- Developed both low fidelity and high-fidelity wireframes.
- Initialized a prototype app in Figma.
- Analyze the requirements of end users.
- Troubleshot daily IT desktop client issues, supporting multiple departments and various offices.
- Reviewed support cases for technical issues, troubleshooting accuracy and identified needed process improvements.

NATIONAL SERVICE / Ghana Revenue Authority, Adenta - Ghana   *09/2020 - 08/2021*

Tasks:

- Compiled and prepared Memorandums, Letters and Reports for the office manager.
- Received letters, Memos and other documents on behalf of the office manager.
- Maintained organized filing system of paper and electronic documents.
- Supported staff on how to resolve common network connectivity problems including internet connection, email and printer settings.
- Maintained up-to-date contact information for each member within the institution.
- Examined administrators records to determine completeness of records.
- Registration of Individual staff and items into administrator's database.
- Handled processing of leave and hospital requests.

EDUCATION AND TRAINING

Bachelor of Science: Management and Computer Studies   *2017*
Wisconsin International University College - Agboba

West African Senior School Certificate Examination: Visual Arts   *2014*
Achimota Senior High School - Achimota

INTERESTS

- Art & Illustration, video editing, and reading.

LANGUAGES

English: First Language   **French**:

Advanced   Beginner

REFERENCE

To be provided upon request.