Vicky Boatemaa Dwira
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PROFESSIONAL SUMMARY

An Enthusiastic IT professional with a strong background in network administration, systems management, and information security, currently pursuing studies in cybersecurity as well as Python for Web Applications. Proven ability to implement and maintain secure IT infrastructures, identify vulnerabilities, and enforce data protection measures. I am skilled in threat analysis, risk assessment, and compliance with industry standards to safeguard sensitive data and enhance system reliability. Demonstrates a proactive approach to problem-solving and a commitment to staying ahead of evolving cyber threats through ongoing education and professional development.

WORK EXPERIENCE

Senior Meteorological Technician, Research Climatological Unit
Ghana Meteorological Agency (GMET) | February 2023 – to date

- Assist meteorologists by providing processed data and conducting preliminary analysis to support seasonal and dekadal weather forecasting using tools such as CDT, CPT and ArcGIS.

- Research, compile and distribute detailed annual state of the climate report and summaries for use by meteorologists, government agencies, and other stakeholders.

- Train junior technicians and new staff on proper equipment use, data collection techniques, and safety protocols.

- Provide technical support for weather-related hardware and software, troubleshooting, and issues that may arise to minimize downtime in data collection.

Photo Editing and Media Support Services (Media Team Member)
Global Revival Ministries | June 2023 – to date

- Assist in providing media support services in all events and church service times.
- Edits pictures taken at events and service times for use in reporting and other purposes.
- Assists in projecting pictures and videos on large screen.

Security Operations Center (Intern)
National Information Technology Agency (NITA) | October - December 2022

- Assisted in monitoring and analyzing security events at the Security Operations Centre (SOC) to support the detection and response to cybersecurity incidents affecting Ministries, Departments, and Agencies (MDAs).

- Gained hands-on experience with pfSense for firewall rules, and network troubleshooting.

- Contributed to the deployment, maintenance and update of the information security website content to ensure accurate and timely communication.

- Maintained detailed records of security incidents, including root cause analysis and remediation steps.

- Prepare reports for management and relevant authorities.

IT Support (National Service)
Ghana Ports and Harbors Authority | November 2021 - September 2022

- Provided prompt support for staff experiencing software issues, ensuring minimal disruptions to daily operations.

- Regularly updated and maintained computer systems, including installing software updates, patches, and security measures to protect against vulnerabilities.

- Ensured smooth operations by supporting the setup, configuration, and maintenance of hardware components, including computers, printers, and other peripherals.

Systems Administrator (Intern)
Ghana AIDS Commission | August - October 2020

- Gained hands-on experience in implementing security measures to protect the Commission's data and IT assets from cyber threats and unauthorized access.

- Supported data management exercises and assisted the Protocol Officer in office operations.

- Assisted and managed data backup procedures and disaster recovery plans to safeguard critical information and ensure business continuity.

- Assisted in maintaining detailed records of system configurations, maintenance activities, technical issues, and prepared reports for management review.

Photo Editing and Media Support Services (Media Team Member)

Global Revival Ministries | June 2023 – to date

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KEY SKILLS

- Strong interpersonal communication and ability to effectively convey ideas.
- Exceptional organizational skills, capable of managing people, ideas, and events to achieve high-quality outcomes.
- Swift adaptability to different situations.
- I am proficient in Microsoft Office Suite, Visual Studio, Climate Data Tool (CDT), Climate Predictability Tool (CPT), Adobe Lightroom, and Canva.

EDUCATION

BSc. Information Technology
Ghana Communication Technology University (GCTU) | 2017 - 2021

Focus Areas: Web Development, Networking

TRAINING AND PROJECTS UNDERTAKEN

- **Cybersecurity program** – August 2024 – to date
- **Web Developer, Business and Entrepreneurship Program at MEST** – August 2025 - to date
- **Training on Google Earth Engine** – November 2023
- **Design and Implementation of a Smart Dustbin** – First Degree Project Work (BSc. IT)

INTERESTS

- Web development and Designing
- Photo Editing and Visual Design
- Research and Internet Surfing
- Events planning and Organizing
- Reading and sight seeing