

OKAE-TETE WILLIAM

St. John the Evangelist,
26 Ntneh St,
Adenta Municipality.
+233(0)503946048/Ghanaian
okaetetewilliam@gmail.com

I am an analytical software developer skilled at coding in C++, Python and HTML. Offering 3 years of experience developing survey applications for companies. Handle complex projects, meet tight deadlines, and support clients in settings. I add value to any organization in need of great collaboration, interpersonal and multitasking abilities. I also meet tight deadlines.

EDUCATION AND TRAINING

Kwame Nkrumah University of Science and Technology-Degree Computer Science

Accra,
August 2024

Koforidua Technical University -HND Computer Science

Koforidua, Ghana
August 2021

Okuapeman Senior High School

Akropong - Akuapem, Ghana
General Art (WASSCE)
May 2018

ACHIEVEMENTS / AWARDS

Honor As the Deputy Boys' Prep Prefect

Okuapemman School
Akropong-Akuapem
May 2018

Honor As General Secretary

Okuapemman Catholic Students Association
Akropong-Akuapem
May 2018

Honor As School Prefect

Nana Ankobea Takyiwaa School
Mampong-Akuapem
May 2018

WORK EXPERIENCE

Institute of Solution Engineering- Full Stack Developer

Accra, Ghana
Current

Center for Plant Medicine Research- IT Assistant

Accra, Ghana
October, 2022

- Install software and configure specified applications on company machines.
- Handled IT support of hardware, software, applications and operating systems, network printers and scanners.
- Manage the regular upgrades and updates of all software, including backups.
- Assist to train end users on the IT policies and procedures.

- Assist with the development and implementation of approved IT projects.

Amalitec Digital Innovation Program- Web Development

Accra, Ghana

October, 2022

- Website development

Innovations For Poverty Action- Research Quality

Accra, Ghana

October, 21-

October, 22

- Project development
- Software programmer
- Research assistant
- Data collection
- IT assistant

Projects Worked On

- Quality Pre-schools for Ghana (QP4G)
- Strengthening Teacher Accountability to Reach all Students in Ghana (STARS)
- Lively Minds Evaluation Extension (LMEE)
- Community Performance-based Financing (CPBF)
- UPGP

Pure Hearts Foundation- Public Relations Officer and Graphic Designer

Koforidua, Ghana

June, 2018- Current

- Drafted communications for routine releases and emergency response.
- Conducted video interviews, shot videos of event coverage, created flyers for public announcements utilizing adobe photoshop and corel draw.
- Devised creative strategies for improving awareness of the organization and awareness.
- Researched and reacted expeditiously to internal and external communications needs.
- Conducted video interviews.
- Designed and published all flyers and advertisements .

Ghana Catholic Bishops Conference- Election Poll Worker

Mampong-Akuapem, Ghana

December, 2020-December, 2020

- Verified operation of equipment by completing preventive maintenance requirements and calling for repairs.
- Organized files, developed spreadsheets, reports and scanned documents to bolster organizational workflow.

Koforidua Technical University- Vira Internship

Koforidua, Ghana

June, 2018- September, 2018

- Drafted internship report to summarize position, responsibilities, learning outcomes and skills developed.
- Supported department by compiling paperwork.
- Created business flyers, business cards and brochures.

Internship At Center for Plant Medicine Research

Mampong-Akuapem, Ghana

May, 2019-August, 2019

- Completed assigned duties and consistently produced a high volume of work to support daily business needs.
- Drafted internship report to summarize position, responsibilities, learning outcomes and skills developed.
- Supported department by compiling paperwork.
- Partnered with the lab technicians to assess patient history, concerns, and complete physical examination.
- Adhered to strict security protocols to protect confidentiality of all data.

LEADERSHIP EXPERIENCE

Okuapemman School

Head Boys' Prep Prefect

Feb 2017-May 2018

- Supervising studies
- Conducting meetings for teachers and student
- Ensuring discipline at preps and in classrooms
- Drafted academic studies plan and learning timetable for students.

Nana Ankobea Takyiwaa School

Head Boys' School Prefect and Office Boy

2015-2018

- Ensure discipline in school.
- Ensured that school rules and regulations are obeyed
- Ensured that the needs of the students are properly satisfied, and the voice of the students are heard.

SKILLS AND INTERESTS

- Proficient skills with Microsoft Office: Access| Word| Excel
- C# & C++
- UX/UI
- Programming in Python
- Website development and designing
- Survey CTO
- Stata
- MyRA & R
- MySQL
- Node JS
- Net Frame
- Cisco firewalls
- Visual Basic
- Network switches
- Wireless Access Points (WAP)
- IT management
- Technical Support
- Troubleshooting
- IT Operations
- Network Administration
- System Administration
- Research work
- Corel draw
- Photoshop

REFERENCES

Samuel Okae Tetteh

Center into Plant Medicine Research

samuelokaetetteh@gmail.com

0208322360

Prof. Ego Promise

Koforidua Technical University

drpromisektu@gmail.com

0503560830□