

# RESUME

## WILLIAM T. JOHNSON JR

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Name : William T. Johnson Jr  
Nationality : Liberian  
Gender : Male  
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Address : ELWA Rehab Cooper's Farm, Charity Field

### **OBJECTIVE:**

As a high school graduate with a Diploma, I am seeking an internship opportunity that will allow me to translate the theories of my study into a practical value addition thus sharpening my skills and experience in the field of Information Technology.

### **Skills & Abilities-Experienced in:**

- ❖ Communications Skills
- ❖ Problem Solving
- ❖ Adaptability
- ❖ Computer Literacy Skills with focus on MS Word, Power Point & Excel
- ❖ Time Management
- ❖ Teamwork

## **PROFESSIONAL EXPERIENCE**

### **Data Collection Experience**

Sept-Dec 2022-: **Field Enumerator** – Liberia Institute of Static Geo Information System

### **Major Duties/ Responsibilities:**

- Enumeration for every Household with in my Enumeration Area (EA)
- Enumeration for every Individual with in my Enumeration Area (EA)

### **Key Achievements**

- I was able to persuade individual that were refusing to be Enumerated
- I was able to enter every individual data as I was instructed

## **COMMUNITY OR VOLUNTEER WORK**

September 10, 2018- Present

**Typist & Cashier,** Light Stationary  
Paynesville City  
Monrovia, Liberia

### **Major duties/Achievements:**

- Providing Services to Customer
- Handling Transaction
- Making Daily report on Sale

### **Key Achievements**

- I was able to help customer with their work when it became difficult in finding solution.

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### EDUCATION & TRAINING

- July 1, 2022 : **Certificate in Web Design**  
Orange Digital Center (ODC), Congo Town YWCA Junction  
Republic of Liberia
- April 28, 2022 : **Certificate HTML5 & CSS3**  
Pirple.com **Certificate ID#: uju1df07as**
- January 14, 2023 : **Diploma, Paynesville Seventh Day Adventist High School**  
ELWA Junction, Paynesville City, Republic of Liberia

**References will be provided upon request.**