



PERSONAL INFORMATIONS



Av. Edmundo Lima Basto. 2790-484



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SKILLS

Website Design Skills

- HTML, CSS3 & JavaScript
- Responsive Web & UI Design
- Web Dev. Framework (Bootstrap)

writing Skills

- Content & Article writing
- Editing and proofreading
- Story-telling & Narrative development

Graphic Design Skills

- Corel draw & Adobe photoshop
- Branding and identity design
- Graphic design principles

Soft Skills

- Communication and collaboration.
- Time management and organization.
- Attention to details.
- Client relationship & customer service.
- rapid learning & professional development.



EDUCATION

High School Diploma,
West African Senior School Certificate,
Great Diamond High School (2018)



CONFERENCES & COURSES

Computer System Networking Program
(2019) – Konac Tech Hub

Digital Media & Visual Art Training
(2020) – Etuzu Art Institute

Front-End Engineering & Development
course (2021 – 2023) – AbiaTech Hub.

WILLIAMS CHIBUEZE SUNDAY

Frontend Website Designer, Writer & Graphic Designer

Highly motivated and detail-oriented individual with remarkable experience on frontend website designing, story telling, graphic design as well as Customer Services. With keen eyes for details; I partner with Entrepreneurs and businesses to elevate their Digital Footprint, fusing creativity with technical expertise to craft websites that entails compelling stories and drive real actions.



WORK EXPERIENCE



Customer Service Representative

PrimeTECH PLC

13/03/2020 – 23/01/2022

Archieved:

- Processed customer orders, managed inventories and coordinated with logistics to ensure accurate deliveries.
- Resolved customer complaints and concerns in a timely and professional manner, ensuring better customer satisfaction and loyalty.
- Developed and implemented strategies to retain customers, built loyalty and increased customer lifetime value through personalized interactions and well-tailored solutions.

Graphic Designer & IT Project manager

Prevailing Institute of Technology

20/02/2022 – 19/05/2023

Archieved:

- Designed and produced print and digital materials, including brochures, business cards, Staff ID, and social media graphics.
- Applied typographic expertise to create visually appealing concepts, presenting ideas and solutions to clients and stakeholders.
- Led and managed cross-functional teams, including developers, designers and QA engineers.
- Coordinated and planned IT projects, ensuring timely and within-budget delivery.

Web design and development instructor & Executive Tech Assistant

Bems ICT Hub

18/06/2023 – 24/10/2024

Archieved:

- Mentored students in designing and developing their own web projects, providing feedbacks and guidance on layout, typography, responsiveness and color theory.
- Taught web design principles, including HTML, CSS, JavaScript and responsive designs, to students of varying skill levels.
- Provided Technical assistance and troubleshooting for Executives, Staffs, and Students, resolving hardware, software and network issues.
- Recommended and implemented new software and hardware solutions to improve executive productivity and efficiency.
- Managed executives' digital lives, including Emails, calendar and task management, ensuring seamless communication and productivity.