

# Theophilus A. Appau-Nkansah

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## Education

B.S., Software Engineering, | Brigham Young University – Idaho | Rexburg, Idaho

December 2021

- Cumulative GPA 3.91
- Major in Software Development
- Object Oriented Programming
- Procedural Programming
- Data Structure
- Web Application Projects
- Android OS Project

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## Clubs

- Android Mobile App Development Society
- Artificial Intelligence Society

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## Technical Skills

- C++ (Procedural Programming | Object Oriented Programming | Data Structures)
- HTML | CSS | JavaScript | jQuery | PHP | Nodejs / Expressjs | Java | MySQL

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## Work Experience

Administrative Assistant | *Av Production Student* / Rexburg, ID

July 2019 - Present

- Recording and broadcasting University events
- Developed web application to keep track of work hours and tasks assigned to employees and serve as a learning bay.
- Organize files and working document with Microsoft word and Excel to advance daily workflow and efficiency
- Process audio files with Avid Pro Tools to enhance consumer satisfaction and engagement by 99%
- Create monthly inventory sheets with Microsoft Excel to keep track of gear and for training purposes

Part-time Volunteer | *BuildingFit* / Salt Lake City, Utah

April 2020 - July 2020

- Helped team to develop attractive web pages to represent the company using HTML, CSS, JavaScript and WordPress.
- Helped team to implement effective SEO principles to attract more useful web traffic.

Managing Director | *Excess Era* / Accra, Ghana

January 2011 - September 2018

### Graphic Design / Fashion

- Achieved accurate company data to ensure reasonable future projection and planning through daily record keeping
- Negotiated constructively with clients to boost patronage by 5% over 4 months
- Created new designs through creative thinking to retain 80% of new customers and consumers
- Increased customer satisfaction through creative use of Adobe Photoshop, Adobe Illustrator and Blender 3D

Assistant Managing Director | *Rogmoth Ventures Limited* / Accra, Ghana

March 2012 - July 2016

### Construction

- Conducted and presided over meetings of about 20 people to enhance customer trust of company
- Facilitated one on one training in communication skills to raise output by about 12%
- Trained 12 staff members on teamwork to be able to work efficiently
- Increased office efficiency by 15% through weekly feedback reports of all employees
- Saved company GHC53,450 (\$10,000) through detailed analysis of contracts to develop problem solving skills

Full-time Volunteer Representative | *The Church of Jesus Christ of Latter-Day Saints* / Salt Lake City, Utah

January 2013 - January 2015

- Developed leadership, speaking and presentation skills to educate 8 service leaders
- Held a variety of leadership positions responsible for health, safety, motivation, and results of 19 full-time volunteers
- Traveled to teach and motivate 10 full-time volunteer representatives in areas of communication and administration.