

COURTNEY LETSA

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Profile Summary

A young tech enthusiast passionate about the field and supports other young ladies in pursuing similar careers. Started out as a Geoscientist but quickly embracing a technology path in programming and data analytics.

Technical & Software Skills

- Python
- Tableau
- HTML5
- WordPress
- Github
- SQL
- R programming
- CSS
- Canva
- Google Looker Studio

Soft Skills

- Communication
- Marketing
- Analytical
- Team player
- Attention to Details
- Data Entry
- Critical thinking
- Interpersonal
- Planning

Education

Data Analyst with Python DataCamp	<i>Mar 2023 - Jul 2023</i>
Google Data Analytics Professional Certificate Coursera	<i>Oct 2022 - Feb 2023</i>
Soronko Academy HTML+CSS & Brand Design	<i>May 2022 - Jun 2022</i>
University of Ghana Bsc Earth Science	<i>Sep 2014 - May 2018</i>

Work Experience

Training Assistant, Soronko Academy	<i>Oct 2022 - June 2023</i>
<ul style="list-style-type: none">• Support in creating written and visual training materials, schedules and timetables• Grade student submissions and provide guidance during learning sessions• Write promotional materials for the social media team to advertise training programs	
Eloquent Data, Mentor	<i>Remote</i>
<ul style="list-style-type: none">• Assess student performance• Provide support and guidance through training sessions with mentees• Answer mentees questions on Slack	

Data Analyst Intern, Junior Achievement Ghana

April 2023 - June 2023

- Cleaned climate change data
- Created charts and dashboard for visualization
- Created data report

WordPress Dev Intern, Soronko Business Solution Center

Jul 2022 - Sep 2022

- Led a team to build an Ecommerce website for an online yard sale
- Developed websites adhering to designs supporting internal business and customers
- Assisted in creating marketing campaigns and strategies both for social media

Engineering Geologist, Mobekon Geo Engineering Ltd

Nov 2019 - Feb 2022

- Accessed and analyzed sgeological dataprior to site investigations
- Ensured projects keep to budgets and timelines
- Collected, analyzed and interpreted soil and rock data to meet clients requirement

Administrative Assistant, Office of Research, Innovation & Development

Sep 2018 - Sep 2019

- Created and maintained relevant databases to organize project files.
- Plan meetings and take detailed minutes for reports
- Ordered office supplies and research new deals and suppliers

Reference

Available upon request.