

## DANKU KENNEDY EDEM

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• Profile: <https://dankukennedy.github.io> • GitHub: <https://github.com/dankukennedy>

## WORKING EXPERIENCE

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IT / MIS Support Officer

Nov 2023- Present

Commission For Technical and Vocational Educational Training (*Trinity Ave, Okpongple, Accra, Ghana*)

- Assisted with scheduling appointments and meetings
- Assist employees with computer related problems
- Prepared reports and presentations using Microsoft Office Suite
- Installation of Systems and Software
- Microsoft Office Activation
- Web Development (Coding).
- Troubleshooting of Systems and Networks

Information Technology Manager

Sep 2018 – Aug 2023

NABCO Ghana Investment Fund for Electronic Communications (GIFEC)  
*District Assembly, Ashanti, Ghana*

*(Fomena, Adansi North*

- Assist in IT related Challenges
- Troubleshooting and Configuration of Systems
- Setting up Computer Security Measures
- Activation of Applications and Software
- Installation of Software
- Anti-virus updates and security checks

Assistant IT Support Officer

Jan 2017 – Aug 2017

National Service -University Of Professional Studies Accra (UPSA)

*(East Legon, Accra Ghana).*

- Installation of Hardware and Network.
- Troubleshooting of Systems and Networks
- Configuring Computer Networks in order to ensure that internet connectivity is up and running on campus
- Assist employees with computer related problems and answer their questions
- Setting up Computer Systems.

## WORKING EXPERIENCE

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Junior Web Developer

Aug 2016 – Jan 2017

Africa Worldview Limited (AWL)

(First Light Kaneshie, Accra)

- Updating Web Content
- Styling Font and Webpages
- Updating and Modifying database
- Creating new sliders
- Day to day anti-virus updates and security checks
- Programming (Coding).

## EDUCATION

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KUMASI TECHNICAL UNIVERSITY

2021 - 2023

BTech Computer Technology,

Grade: *First Class*

HO TECHNICAL UNIVERSITY

2013 - 2016

HND Computer Science

Grade: *Second Class (Upper Division)*

## SKILLS

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- Computer literate- Programming, Computer hardware, software, maintenance and repairs, Microsoft Word, Excel, and Power Point
- Good communication skills
- Proven ability to work effectively
- Quick to learn and apply new principles
- Able to work for long hours without supervision
- Excellent interpersonal skills
- Ability to work in a fast-paced environment to set deadlines
- Highly organized with a creative flair for project work
- Languages: English(native), Ewe(fluent), Twi(Intermediate)

## TECHNICAL SKILLS

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- Programming: HTML, CSS, JavaScript, TypeScript, PHP, SQL, Python, C++
- Frameworks: Django, Laravel, React, Node.js, Angular, Express.js,
- Software: Tableau, Excel, Visual Studio Code, IntelliJ IDEA