Rosemary T. Sele-Konyefa

Contact

Address:
Toru-Orua Town, Sagbama L.G.A, Bayelsa State, Nigeria.

Phone:
+234 (0)8105163832 , 8030420592

Email:
destined4dtop@yahoo.com

Marital Status: Married

Origin: Ekeremor, Bayelsa State.

Date of Birth: 17th May, 1995.

Languages

English – A2
Okrika – A1
Igbo - B1

Hobbies

- Writing
- Event Planning
- Reading
- Singing
- Training
- Design

Summary

Excellent project management ability, competent in areas of specialties, can work under minimal or no supervision, ability to work under pressure and be composed, eager to learn as I seek a position to utilize my skills and abilities in the Information Technology Industry that offers Professional growth while being resourceful, innovative, impacting and flexible.

Skill Highlights

Soft Skills
- Project management
- Problem solving ability
- Leadership and Training
- Innovative
- Service-focused
- Team Player
- Event Planning and Organisation
- Email handling.

Professional Skills
- Webdesign and maintenance
- Ms. Office Suite Competence
- Graphic Design (CorelDraw etc)
- UX/UI Design
- Video making/editing
- System User Support, etc

Technical Tools
- Software Project Management
- Programming in HTML, HTML 5, Java and PHP etc. (Intermediate)
- Networking Basics
- Database Design and Management
- System Analysis, Modelling, Design and Management.
- Software Testing and Documentation

Tools and Operating System
- Windows and Mac OS(Use and basic maintenance)
- NetBeans IDE,
- Ms. Visio
- Ms Office Suite
- Notepad++
- Paceket Tracer (Basic)
- Adobe Packages for video editing, graphics design and Animation.

Experience

Incubation Hub Manager – 07/2021 to Date
University of Africa (BOI-UAT Incubation Center), Toru-Orua, Sagbama LGA, Bayelsa State.

- Develop and manage budget for each project for the successful running of the Hub.

- Organize ICT / Non-ICT related events for sanitization of the nearby communities.

- Achieve revenue budget
- Organize training programs for the students, university staff and indigenes in different areas of technology and entrepreneurship (paid programs)
- Identify and support students with good business ideas who wishes to grow to successful entrepreneurs
- Develop and implement student IT programs at the hub; build a student ecosystem with partners like Google Developers Group, Facebook Developers group etc.
- Organize meetups/events/Hackathons (target one per quarter)
- Attract credible partners to the Hub to organize/sponsor the Tech events and innovation programs
- Implement Incubation Program with guidance.
- Attract mentors to support businesses within the Hub network.
- Work with the other Hub Managers to create a network of angel investors/venture capitalists/sponsors to invest in start-ups.

Project Officer - 08/2019 to July, 2021
University of Africa (Human Capacity Building in Biotechnology Project), Toru-Orua, Sagbama LGA, Bayelsa State.

- Develop and manage budget for each project working with Project Co-ordinator.

- Meets Project Co-ordinator on a regular basis to review progress and to discuss future steps. Arranges meetings with members of the project.

- Organize appropriate meeting rooms and any refreshments.
- Attend meetings to take minutes.
- Prepares all project ICT required skills like designing of Letterheads, Training Certificates, Training tags and other necessary document.
- Prepares all training manuals and arrange proper welfare for trainees.
- Manage and facilitate flow of essential information among project team members.
- Maintain project calendar and milestones.
- Maintains crucial project documents which track project progress.
- File all project documents in appropriate database or library, and ensures all documents are accurate and accepted by Project Co-ordinator.
- Identify and communicate any project issues or risk that can affect the progress of the project.
- Work to identify potential solutions to issues and risk.
- Closely watch the project schedule, monitor deadlines for each project task. Checks regularly that every deadline is still possible, and report potential delays to the Project Co-ordinator and Project Investigator.

ICT IGCSE Teacher - 10/2017 to 2018
Bloombreed High School, Boskel Road, Port Harcourt, Rivers State, Nigeria
- Teaches ICT IGCSE for Senior Secondary.
- Teaches Computer Studies for Junior Secondary.
- Prepares Students for IGCSE Cambridge Examination for SS3 Students.
- Design some of school's graphics.
- Single handed designs and prints entire school's Award Certificates.
- Provides ICT Support to other staff
- Carries out computer work skill trainings
- Collates, Processes and prints results and averages for the entire school each half term and full term.

- Single handedly, Proposed, Designed and Supervised the installment of ICT Lap, which was never in existence.
- Prepared students for computer studies competition within the state, region and the nation at large.
- Single handedly migrated the entire school's data into Khan Academy account.

ICT Teacher /Web Editor - 09/2013 to 2016
Charles Dale Memorial Int'l School, Army Rang Road, Igwuruta, Rivers State, Nigeria
- Teaches ICT IGCSE for Senior Secondary.
- Teaches Computer Studies for Junior Secondary.
- Prepares Students for IGCSE Cambridge Examination for SS3 Students.
- Prepares Students for JSS Examinations.
- Single handed designs and prints entire school's Award Certificates.
- Provides ICT Support to other staff
- Collates, Processes and prints results and averages for the entire school each half term and full term.
- Prepares students for computer studies competition within the state, region and the nation at large.
- Edit and updates school's website.
- Plan and organize extra-curricular activities as a member of the extra-curricular and Carousal committee, etc.

Project Officer IPDS - 2013
Center for Development Support Initiative (CEDSI), Abuloma, Port Harcourt, Rivers State, Nigeria
- Develop and manage budget for each project, working with Project Co-ordinator.
- Meets Project Co-ordinator on a regular basis to review progress and to discuss future steps. Arranges meetings with members of the project.
- Organize appropriate meeting rooms and any refreshments.
- Attend meetings to take minutes.
- Prepares all project ICT required skills like designing of Letterheads, Training Certificates, Training tags and other necessary document.
- Prepares all training manuals and arrange proper welfare for trainees.
- Manage and facilitate flow of essential information among project team members.
- Maintain project calendar and milestones.
- Maintains crucial project documents which track project progress.

Data Analyst - 2012
Simfores, University of Science and Technology with RSSDA, Mile 3, Port Harcourt, Rivers State, Nigeria
- Migration of Data from Hard copies into database.
- Supervise scholarship exams and compile result etc.

Corp-Member / Computer Teacher - 2012
National Youth Service Corp, Afugiri Girls Secondary School, Umuahia North, Abia State, Nigeria.
- Teaches Computer Studies.
- Trains both teachers and student every assembly on essential computer skills.
- Single handedly set up computer systems in the ICT Lab.
- Manages and maintains the ICT Lab.

Education

- Master of Business Administration: **Management and Information System** – 2020/2021 session (In process) Unicaf University Malawi.
- Bachelor of Science: **Information Systems and Software Engineering** – 2011
  Oxford Brookes University, UK.
- International Advance Diploma in **Computing** with Distinction – Sept., 2010, Informatics Academy verified by NCC Education, Singapore.
- International Diploma in **Computing** with Distinction – Feb., 2010, Informatics Academy verified by NCC Education, Singapore.
- Diploma in **Computer Operation** – 2001 by AMT Computer Training School, Port Harcourt Nigeria.
- Senior School Certificate – June 2000 at National Professional Secondary School, Port Harcourt, Nigeria.
- First School Leaving Certificate – 1995 at Ako Primary School, Kirigani, Omoku, Rivers State Nigeria.

Professional Certifications / Others

- DB2 Certified Database Administrator (IBM) – July. 2011.
- DB2 Certified Database Associate (IBM) – Sept., 2011
- Level 2 Award in Health and Safety in the Work Place – 2012.

Professional Trainings

- Professional Administrators Training on Practical Approach to Modern University Professionals Administration: The Role of Administrative Staff. Association of Nigerian University Professional Administrators (ANUPA), University of Africa, Toru-Orua Chapter.
- Certificate of Participation on Engaging with professional development - The Reflective Teacher Training- 2018 by Cambridge Assessment International Education.
- Certificate of Participation on Engaging with Learning Technology Cyber Well Being Training – 2018 by Cambridge Assessment International Education.
- Extension Cambridge IGCSE Information and Communication Technology (0417) Professional Development Course by Cambridge Assessment International Education.
- DB2 Training Program for IBM Database Administrator by NTUC LearningHub Pte Ltd Singapore
- Oracle 11g Database Administrator Training, certified as a Proficient Oracle 11g Database Administrator, by Intelligent Connect, Lagos Island.
- HSE Level 2 Training by Chartered Institute of Environmental Health.
- Web Publishing with HTML, JavaScript and Java Applets as Part of International Diploma in Computing, by Sun Microsystems and Informatics.

Projects

- Bloombreed High School   -   Data Migration to Khan Academy
- GIS System Development   -   Development Team Member
- Rivers Connect   -   Database Designer
- RSSDA Scholarship Project   -   Data Migration and Analysis Team

Honours and Awards

- Rivers State Foreign Undergraduate degree Scholarship Award to Singapore – 2009 Conducted by Rivers State Sustainable Development Agencies.

References

- **Prof. Mansi El-Mansi**
  Director of Biotechnology,
  University of Africa Toru-Orua,
  Bayelsa State.
  07019966791, +447470460114
  mansielmansi@gmail.com

- **Mrs. Obiageli Attoh**
  IT Manager Beremont Nig. Ltd,
   08036699732
  o.attoh@charlesdaleschool.com

- **Rt. Rev. P. O Abraham**
  Bishop First African Church Mission Nig. Inc.
  08063590591

- **Kalu Faith Azuma(Mrs.)**
  Principal
  Afugiri Girls Secondary
  School, Abia State.
  07034340116.