ELIZABETH SAMPONG

Accra

+233548398006 | ageswaa@gmail.com

PROFILE

Highly motivated and detail-oriented junior web developer and data analytics professional with a strong foundation in actuarial science and hands-on experience in Next.js, Node.js, React, Payroll management and financial analysis. Seeking a graduate trainee role to leverage my analytical skills, technical expertise, and passion for data-driven decision-making to contribute to organizational success.

EXPERIENCE

Data Analytics Officer (National Service Personnel) | Ghana Ports and Harbors Authority, 2022 – 2023

- Prepared pay statements for employees using payroll software.
- Resolved inconsistencies in payroll records, improving accuracy by 90%
- Calculated and deducted taxes according to the laws.
- Distributed pay statements to employees.
- Answered questions employees had regarding salary payments.
- Entering and receiving data from the payroll system.

Intern | Heritage Bank Limited, 2018 - 2019

- Collected data from customers
- Analyzed financial statements to identify cost-saving opportunities, reducing expenses by 20%
- Documented the day to day activities of the bank
- Data modeling
- Assisted customers with banking needs
- Provided information relevant for banking
- Evaluated and communicated the finances of customers

Sales Executive and Inventory Manager (Internship) | Yaw Herbal Center, 2015 – 2018

- Collected and analyzed sales data to improve sales by 30%
- Communicated with customers to improve business relations
- Conducted market research on competitors
- Ensured correct account of sales were recorded
- Used historical data, market trends and statistical models to accurately predict future sales.
- Opened and closed the center.

EDUCATION

Bachelor of science in Actuarial Science | Kwame Nkrumah University of Science and Technology, 2018 – 2022 | Kumasi, Ghana

Certifications

- First Class Honor Degree

Extracurricular activities

- I volunteered as a mentor for three junior course mates.
- I was selected to be a part of the department's Actuarial Science organization to compete for an opportunity to be sponsored for an Actuarial professional exam.
- I was a part of my department's quiz team

Educational achievements

- I earned a pass grade in every subject
- I was one of four people selected to join the national science and mathematics quiz
- I won the best core mathematics student award at the school's 75th anniversary

General Science | OLA Senior High School, Ho, 2015 – 2018

Certifications

- West African Senior Secondary Certificate Extracurricular activities

Extracurricular activities

- I was selected to be a library perfect in my third year
- I was selected to be a part of the school's science academy to compete for the national science and mathematics quiz
- I volunteered for clean up exercises held at my school

Educational achievements

- I earned a pass grade in every subject
- I was one of four people selected to join the national science and mathematics quiz
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PROJECTS

- Time Series Analysis Project: Developed a model to predict inflation using R, Python and Excel, and documented the findings using LaTEX
- Payroll Data Analysis Project: Analyzed payroll data to identify trends and inconsistencies, improving payroll accuracy by 90% using Excel and VBA.
- Financial Modeling Project: Developed a financial model to predict customer loan repayment behavior using Excel and Python.
- Web Development Project: Built a personal portfolio website using HTML, CSS, and JavaScript to showcase my skills and projects.

CERTIFICATES AND AWARDS

- Omega Brain Certificate for Academic Business (2020)
- Professor Amekudzi Certificate (2021)
- SOA Probability Exam Certificate (2022)
- CFI Accounting Fundamentals Certificate (2022)
- CFI Professional Ethics Certificate (2022)

- CFI Excel Fundamentals – Formulas for Finance (2022)
- CFI Scenario and Sensitivity Analysis Certificate (2022)
- ALX AI Career Essentials Program (2024)
- ALX Virtual Assistant Program (2025)
- IBM Web Development Fundamentals (2025)
- Udacity Ethical Hacking (2025)

SKILLS

- Data Analytics: Excel, Python, R
- Programming: HTML, CSS, JavaScript
- Soft Skills: Analytical Thinking, Effective Communication, Time Management