

UPWORK SETUP



Felix B.

📍 Abuja, Nigeria – 2:10 pm local time

⚡ Available now off

See Public View

Profile Settings

Title

Copy and paste:

Web Developer | Web Designer

Overview

Copy and paste:

Hello and thank you for viewing my profile. I am **<Your Name>**. I'm a purpose-driven person, which is why I made a conscious decision to invest in my growth and upgrade myself with the below knowledge.

My Primary Areas of Expertise-

- ✓ Front-End Development :- React.js | Html5 | CSS3 | JavaScript
- ✓ Database Development :- Sanity.io | Firestore Cloud
- ✓ Existing website retouch and customization
- ✓ DevOps :- Github
- ✓ Landing page designs

What's more?

- * I take my work seriously by sticking to my words and timing.
- * I make sure to give value to my work.
- * I have great client relationship management.

I look forward to connecting and working with you.

Experience

Copy and paste:

Control Room Supervisor | PACONSU SUITE AND APARTMENT

November 2021 - October 2022

- Confident with systems and ensured prompt resolution of customer's complaint
- Multitasked in a fast paced environment
- Enjoyed working different shift pattern and seeing the operation on different days of the week

Engine Room Technician and Plant Admin | SETRACO Nigeria Limited

May 2013 - August 2013

- Ordering for the supply of workshop tools as well as stationeries and also maintaining these tools
- Maintaining office systems and storing documents (both hard and soft copies)

Database Administrator | Enugu Police Headquater - (contract)

October 2010 - December 2010

- Transferred data from hard copy into soft copy and coordinated the payment process of all team members
- Installed and setup the IT department of the headquarter

Cover Letter

Copy and paste:

Dear Sir/Ma'am,

While browsing Upwork in search for remote job vacancies, I came across your advert to build a simple page including teams and FAQ sections. Along with this cover letter is my Upwork Profile for your perusal and wish to be considered the perfect candidate to build your project.

I am available at your convenience.

Thank you for your time and kind consideration. I look forward with earnest expectation to hearing from you soon.