**Francis Tettey Addo**

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# Profile

I have a keen interest in understanding how a tool, machine, or method can be used effectively in solving the problem or tasks it is are designed for. This passion became a reality when I studied for a Diploma in IT at college.

I have worked in roles that requires IT skills both in the commercial and voluntary sectors such as audio editing, NHS 111 Triage System, E-Commence command-line tools and Microsoft Office Suite.

In June, 2019, I enrolled on a self funded course with Just-IT training and I have developed skills in C#, ASP.NET, JavaScript, HTML, and CSS. In addition I have skills and knowledge in Data Flow, Entity Relation, and Use Case Modelling. I have published a portfolio of projects I did during my training.

I have great passion for team work, and keenly aware of my contribution and duties.

**Key Skills**

* Highly literate in Computing Technology: hardware, system software and networking
* Knowledge of Programming in Java, JavaScript, HTML, CSS, C#,ASP.NET, and SQL
* Fully conversant and Proficient in all areas of Microsoft Office including Word, Excel, Access and PowerPoint
* Effective Telephone Skills
* Excellent customer service skills

**IT Relate Activities**

**Team Leader: Media Department, Victory Bible Church Sutton, London**

**Duties:**

* Planning, Designing and Purchasing Audiovisual equipments and media
* Installing, configuring and maintaining the system for church service
* Live multimedia production: sound, images, video, and text
* CD labelling and duplicating
* Document preparation and printing

**Employment History**

# Currently: Freelance Web Developer

# Completed Project: <http://www.toweroflifeministries.org/> , August to October 2019

# October 2019 to Present E-Personnel Agency (Blenheim high school), Epsom

**General Handyman**

* General Caretaker duties

# March 2019 to July 2019 NHS 111 Service (careUK) Call Centre

**Health Advisor**

* Taking calls and entering patient details.
* Entering Patients details
* Entering Patients Declared Symptom into the Triage Software System
* Asking Questions as presented by the Triage based on Declared Symptoms

**Jan 2016 to Present PJS Renovations Ltd, Streatham**

**Property Renovation**

* Material and Labour cost estimation using Microsoft Excel
* Painting and Decorating

# Dec 2018 to January 2019 Adecco Agency (Sainsbury’s), Wallington

**Customer Service Assistant**

* Serving customers
* Cash/card handling and till operation

**Nov 2013 to Jan 2016 Odell Properties Ltd, New Malden**

**Property Renovation**

* Material and Labour cost estimation using Microsoft Excel
* Helping with writing contracts
* Painting and Decorating

**Feb 2005 to Sept 2013 Sainsbury’s, Merton**

**Customer Service Assistant**

* Serving customers
* Cash/card handling and till operation

# Education and Training

Nov 2018 – Present **JUSTIT** **Training and Apprenticeships**

**Modules Inc:** HTML, CSS, JavaScript C# and ASP.NET, Angular

2010 to 2013 **South Chelsea College, London**

**Professional Graduate Diploma (British Computer Society)**

**Modules** **Inc**: Advance Database Management Systems; Distributed and Parallel Systems; Network Information Systems; Programming Paradigms; Software Engineering 2

# Skills

* Documentation and presentation skills
* Data normalisation
* Programming in Java, JavaScript, HTML, CSS, C, SQL, Pascal, PHP, C#,ASP.NET
* Proficiency in all areas of Microsoft Office including Word, Excel, Access and PowerPoint

**Hobbies and Interests**

I have a keen interest in live music production and responsible for my local church audio visual department. As a dad of twins, I enjoy spending time with my family and helping in the home.

**References available on request**