

GRACE KUMI

Ghanaian | Adenta, Accra, Ghana | +233 54 866 2401
Zoegrace710@gmail.com | LinkedIn: <https://www.linkedin.com/in/grace-kumi>

SUMMARY

- Dedicated, Organized, Excellent team player, Reliable, Dependable, and a methodical individual.
- Excels in providing exceptional service; especially skilled with handling challenging tasks.
- Completed an honours degree focused on Information Technology Management.

EDUCATION

University of Professional Studies, Accra
BSc, Information Technology Management

October 2023 – July 2025

University of Professional Studies, Accra
Diploma in Information Technology Management

January 2021 – September 2023

WORK EXPERIENCE

National Service Personnel (IT Unit)
University of Ghana Hospital, Legon

November 2023 - October 2024

- Installed new software and collaboration tools.
- Maintained Company assets, such as laptops, computers, Storage devices, and peripherals.
- Responded to employees' IT queries and requests
- Maintained the Inventory of Hardware devices
- Responded to Network issues

Internship (IT Unit)
University of Ghana Hospital, Legon

June 2024 - July 2024

- Installed new software and collaboration tools.
- Maintained Company assets, such as laptops, computers, Storage devices, and peripherals.
- Responded to employees' IT queries and requests
- Maintained the Inventory of Hardware devices.

PROFESSIONAL COMPETENCIES

- Excellent typing skills and Computer Literacy
- Knowledge in Microsoft Office Suite
- Good Communication Skills
- Good reporting skills
- Adobe Photoshop Proficiency
- Project Management Skills (Trello)

LEADERSHIP ROLE

University of Professional Studies, Accra
Class Representative

- Represented class at meetings.
- Ensured course mates were properly represented and well informed.
- Acted as a liaison between students and the academic leaders.

TRAINING CERTIFICATES

HP LIFE / HP FOUNDATION

January, 2025

Certificate in Agile Project Management

ALX GHANA

March-May, 2025

Certificate in Professional Foundation

SORONKO ACADEMY

June – July 2023

Certificate in Graphic Design

SORONKO ACADEMY GIRL CODING PROJECT

March – April, 2022

Certificate in HTML+CSS, Content Creation

REFERENCE

Available upon Request