

GRACE KUMI

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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)	November 2023 - October 2024
University of Ghana Hospital, Legon	
<ul style="list-style-type: none">• 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)	June 2024 - July 2024
University of Ghana Hospital, Legon	
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• 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

Certificate in Agile Project Management

January, 2025

ALX GHANA

Certificate in Professional Foundation

March-May, 2025

SORONKO ACADEMY

Certificate in Graphic Design

June – July 2023

SORONKO ACADEMY GIRL CODING PROJECT

Certificate in HTML+CSS, Content Creation

March – April, 2022

REFERENCE

Available upon Request