JOSEPH MIGBODZI

Accra, Ghana | josephmacoy52@gmail.com | +233543801476 / +233 203915093

LinkedIn: www.linkedin.com/in/joseph-migbodzi-a92b19249

GitHub: github.com/jmacoy52

Professional Summary

Resourceful IT and Administrative Support Professional skilled in system maintenance, troubleshooting, and organizational workflow coordination. Combines technical competence with strong administrative abilities in documentation and records management. Experienced in full-stack development and ICT operations. Known for adaptability, strong analytical thinking, and the ability to deliver reliable support across both administrative and technical environments to keep systems and processes running smoothly.

Core Skills

- Frontend: HTML5, CSS3, Tailwind, JavaScript, React

- Backend: Node.js, MySQL

- REST API development

- MVC architecture

- Data Annotation & AI model training support

- IT Support: Software troubleshooting, network setup, cable termination, system updates

- Cloud & DevOps: Familiar with AWS core services, IAM, EC2, S3, networking basics

- Tools: Git, VS Code, Postman

- Soft Skills: Communication, teamwork, critical thinking, research/documentation, multitasking

Education

- BSc. Business Information Systems – Valley View University (2025)

- Diploma in Public Administration – Koforidua Technical University (2023)

Work Experience
Freelance Web Developer (2024–Present)

• Developed full-stack Employee Management System (EmploCore).

• Built authentication, role-based dashboards, and CRUD APIs.

• Designed responsive UIs with React and Tailwind.

• Collaborating on a Hospital Management System startup.

Data Annotator – Aya Data (2025)

• Labeled image/text datasets for AI training.

• Ensured data quality for ML model development.

National Service (Administrative Assistant) – Koforidua Technical University, 2024

• Managed and organized administrative and confidential records.
• Supported internal reviews to ensure compliance with institutional policies.
• Assisted with data collection and reporting for departmental audits.
• Coordinated administrative and IT-related support tasks to enhance workflow efficiency.

ICT Intern – Koforidua Technical University, ICT DIRECTORATE (2024)

• Assisted with hardware/software troubleshooting.

• Supported systems maintenance and user assistance.

Highlighted Technical Internship Experience
Eight-week Industrial Attachment at KTU ICT Directorate:

• CAT-6 cable termination & testing

• Security updates on thin clients

• User account creation in virtual environments

• Server & network switch installation

• Network testing & monitoring

• Keystone repairs and network troubleshooting

• MySQL installation & database creation

• Fixing Access Points (Unify APs)

Projects
• Employee Management System – React, Node.js, MySQL

• Fashion Hub – product catalog web platform

• Brew Haven – coffee shop management UI

Certification
• Web Technology Development Certificate – GI-KACE, Ministry of Communications & Digitalization

Achievements
• Organizer, Full Gospel Campus Ministry – KTU (2023)

Referees
Available upon request.