Samuel Mensah Quaye

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Professional Summary

Results-driven Web Developer with expertise in WordPress, Joomla, and front-end technologies. Strong background in IT support, cybersecurity, and website management. Skilled in designing secure, responsive websites and optimizing performance. Adept at troubleshooting, content management, and ensuring seamless user experiences.

Technical Skills

- Content management system: WordPress, Joomla, HTML, CSS, JavaScript
- Frontend: HTML, CSS, JavaScript, React, Bootstrap
- Backend: PHP, Node.js, MySQL, MongoDB
- Cybersecurity: ISC2 Certified, Security Best Practices
- IT Support: System Backups, Troubleshooting, Software Installation
- Design: Flyer, Poster, and Brochure
- Tools: Microsoft Office, Google Workspace, Adobe Photoshop, Corel Draw

Work Experience

Secure Eyes – IT and Administrative Support

February 2023 - Present, Accra, Ghana

- Designed and updated client websites using WordPress and Joomla, ensuring security and responsiveness.
- Performed regular system backups and implemented basic security measures to protect company data.

Joella Properties - Administrative Assistant

November 2018 – January 2023, Accra, Ghana

- Created marketing materials (brochures, flyers) and coordinated over 20 property viewings monthly.
- Managed office inventory, reducing supply costs by 15% through strategic vendor negotiations.

Anaess Communication Limited- Office Coordinator

September 2015 - October 2018

- Assist in designing and creating visuals for websites.
- Troubleshoot and configure desktop hardware.

Education & Certifications

- MEST Africa Web Developer, Computer Programming (Jan 2025)
- Cisco Networking Academy Junior Cybersecurity Analyst (Nov 2024)
- ISC2 Certified in Cybersecurity (Jul 2024)
- Ghana Institute of Journalism (UNIMAC) B.A. Communication Studies (May 2015)

Projects

- Developed and maintained secure business websites, optimizing performance and SEO.
- Designed marketing materials to enhance brand visibility and engagement.

Soft Skills

Problem-Solving | Communication | Time Management | Collaboration