

LOIS ANSAA ASIEDU

Ghana, West Africa | [Email](#) | [LinkedIn](#) | [Github](#) | [Portfolio](#)

SUMMARY

- Junior Web Developer with a strong foundation in HTML, CSS, JavaScript, API development.
- First-Class Honours degree in Economics and Sociology
- Experience in data analytics (STATA), project coordination, and office administration.
- Skilled in using tools like Google Workspace, Notion, and Asana to streamline workflows and improve efficiency.
- Passionate about building responsive, user-friendly websites and leveraging data to drive decision-making.

PROJECTS

Library Management API

Tech Stack: Node.js, Express, MongoDB, JWT, Multer, Bcrypt

GitHub Link/Demo: [Render Link](#)

Role: Led the Frontend and Backend team build and deploy a RESTful API for managing library resources.

Actions:

- Designed and implemented CRUD operations for books, users, and borrowing history.
- Integrated the upload of images and files using Multer and SaveFilesOrg
- Optimized database queries, reducing response time by 40%.

Outcome: Successfully deployed API on Render

EDUCATION

Kwame Nkrumah University of Science and Technology – Kumasi, Ghana

September 2018 – November 2022

BA, Economics and Sociology

First Class Honours

- **Relevant coursework:** Econometrics, Statistics, Data Analysis
- **Projects:** Analyzed the after effects of the banking sector clean-up exercise using STATA and presented findings through data visualization.

WORK EXPERIENCE

Executive Assistant

May 2024 - October 2024

Brolly– Accra, Ghana

- Conducted and analyzed market research, providing data-driven insights to support strategic decisions.
- Created and delivered proposals, contributing to a 40,000-client base growth.
- Optimized workflows using tools like Google Calendar, Calendly, and Notion, improving team efficiency.
- Collaborated with cross-functional teams, demonstrating strong communication and project coordination skills.

Teaching Assistant

November 2022 - November 2023

Kwame Nkrumah University of Science and Technology – Kumasi, Ghana

- Tutored 150+ students in econometrics, simplifying complex statistical concepts.
- Streamlined correspondence, emails, and calendar management for an econometrics lecturer.
- Entered, coded, and cleaned research data, ensuring accuracy and consistency for econometric analysis and academic publications.

CERTIFICATIONS

Virtual Assistance Skills in the Digital Age, **ALX Africa**

November 2024

Web Development Fundamentals, **IBM SkillsBuild**

January 2025

Web Developer Programme, **MEST Africa**

In Progress

VOLUNTEER ACTIVITIES

- Mentor**, Wesley Girls Old Girls ClubSeptember 2020 - Present
 - Mentored 100+ senior high school girls in time management, etiquette, and career planning.
 - Developed tailored mentoring strategies to meet individual needs, improving student outcomes.
- Public Relations Officer**, SPESFebruary 2020 - Present
 - Coordinated with teams and stakeholders to donate to underprivileged primary schools.
 - Tutored final-year students, helping them prepare for examinations and achieve academic success.

TECHNICAL SKILLS

JavaScript	HTML	CSS
Data Analytics (STATA)	Database Management	API development
Node.Js	Version control(Github)	Express

TOOLS

Postman	Github	Visual Studio Code
Google Workspace	Asana	MailChimp
Notion	Slack	

PROJECTS

LANGUAGES

Akan- Native	English - Expert
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Reference

Available upon request.
