

MODUPE AMINAT ABASS-TIJANI

CONTACT INFORMATION:

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CAREER OBJECTIVE:

Enthusiastic IT Generalist diploma graduate seeking an entry-level graphic design position to apply technical skills and contribute to the success of a dynamic organization. Eager to learn and adapt to new challenges.

EDUCATION:

- **Nova Scotia Community College**, Canada
Diploma in IT Generalist (2023-2025)
- **Lagos State University**, Nigeria
Bachelor of Science in Economics (Second Class Upper Division, 2003-2009)
- **Lagos State University**, Nigeria
Diploma in International Affairs and Strategic Studies (Upper Credit, 2000-2003)

QUALITIES / SKILLS:

- Proficient in web and graphic design tools (Adobe Fireworks, Photoshop, Illustrator, Bootstrap)
- Experienced in MS Office and related business and communication tools.
- Knowledgeable in content management, cloud infrastructure, networking, cybersecurity, and operating systems (Windows and Linux)

WORK EXPERIENCE:

- **ScotiaComp Technologies (2024)**
Network Operations & Security Tech (Intern)
 - Monitored system, network, and cybersecurity performance.
 - Provided web and graphic design support.
 - Assisted with operating systems and software.
 - Set up equipment for employee use, ensuring correct installation of cables, peripherals, OS, and software.

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- **Nova Scotia Community College (2024 - Present)**
Wellness Champion
 - Conducting interactive workshops and activities aimed at raising awareness about mental health, stress management, and healthy lifestyle practices for students and employees.
 - Designing creative, visually engaging digital and print posters to promote weekly wellness events, ensuring effective communication and increased participation.
- **Nova Scotia Community College (2024 - Present)**
Peer Assistant Learning Support (PALS) Provider
 - Collaborating with students in a learning environment to provide group support on various topics.
- **Enactus NSCC – Strait Area Campus (2023 - Present)**
VP Communications
 - Creating and managing social media content, and designing visually appealing promotional materials.
 - Supporting team presentations through clear and effective communication.
- **Nova Scotia College of Early Childhood Education (2024)**
Substitute Early Childhood Educator (ECE)
 - Provide nurturing, adaptable support, ensuring continuity of care and learning in early childhood settings by following established routines and promoting each child's development.
- **Dairy Queen (2024)**
Service Personnel
 - Customer service.
- **Tim Hortons (2023 - 2024)**
Service Personnel
 - Delivered customer service.
- **Globatek LLC (USA) - Remotely (2022 – 2023)**
Manager
 - Oversaw day-to-day operations, ensuring smooth communication and task coordination across the team.
 - Spearheaded the design, development, and maintenance of the company's website, enhancing its functionality and user experience.
 - Managed financial records, including account reconciliation and data analysis, using Excel and Google Sheets.

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- Directed marketing efforts by creating impactful flyers and advertising materials to boost brand visibility.
- **Babies N Mums Kits Limited** (2014 – 2019, 2013-2014)
Manager
 - Managed online sales.
- **Web Base Technologies** (2010 – 2013)
Web Designer
 - Provided graphics and web design services, ensuring visually appealing and user-friendly layouts.
 - Collaborated with programmers to integrate designs seamlessly into functional websites.
 - Optimized website performance and responsiveness across multiple devices and browsers.
 - Assisted in developing branding materials to maintain a cohesive online presence.

CERTIFICATIONS:

- Coursera: Programming for Everybody (University of Michigan)
- Coursera: Python Data Structures (University of Michigan)
- Microsoft Certified: Dynamics 365 Fundamentals
- Microsoft Certified: Power Platform Fundamentals
- Microsoft Certified: Azure Fundamentals
- Cybersecurity Fundamentals Training Program
- Oracle Cloud Infrastructure Foundations Associate (2024)
- St. John's Ambulance: CPR, AED, and First Aid
- WHMIS Certificate of Completion
- OHS Certificate of Completion
- B. Morrison's Food Safety: Nova Scotia Food Handler's Education Training Level 1
- Microsoft and LinkedIn: Career Essentials in Generative AI

REFERENCES:

Available on request