MODUPE AMINAT ABASS-TIJANI

CONTACT INFORMATION:

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Professional Summary

IT Generalist diploma graduate with hands-on experience in networking, Windows/Linux systems, and hardware support. Microsoft- and Oracle-certified, with strong knowledge of Microsoft 365 tools, Active Directory, and troubleshooting. Recognized for strong communication, customer service, and leadership, with experience teaching technology to diverse audiences. Valedictorian and active student leader with a passion for lifelong learning and digital innovation.

Education

Nova Scotia Community College, Strait Area Campus
IT Generalist Diploma, (Honours, 2025)
- Coursework included networking, system troubleshooting, cybersecurity, hardware, and Linux/Windows administration
- Practical experience providing support in lab settings and through peer-assisted learning
- Valedictorian, Student Wellness Champion, and PALS Provider

Lagos State University, Nigeria
Bachelor of Science in Economics, (Second Class Honours (Upper Division), 2009)

Lagos State University, Nigeria
Diploma in International Affairs and Strategic Studies, (Upper Credit, 2003)

Technical Skills

- **Platforms:** Windows, Linux
- **Tools:** Microsoft 365, Teams, OneDrive, SharePoint, Figma, Microsoft Entra ID (Azure AD)
- **Networking:** TCP/IP, basic routing/switching, Wi-Fi setup
- **Support:** Troubleshooting hardware/software issues, Service Desk ticketing tools
- **Web Design:** HTML, CSS, JavaScript, Bootstrap, Visual Studio Code
- **Other:** Basic command-line, Visual Studio Code, file management, PowerShell

- **Soft Skills:** Customer support, teaching tech to non-technical users, team collaboration

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Relevant Experience

ScotiaComp Technologies (2024, 2025) 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.
- Gained experience in multiple roles, including resolving technical issues, performing system configurations, remediating threats, and web development tasks.

Student Wellness Champion & Peer Learning Support (PALS) – NSCC (*2024 -2025)*

- Offered peer IT support and academic help to students, especially in technical courses
- Coordinated weekly wellness and tech-focused events, including poster and digital signage design
- Collaborated with campus teams and faculty to provide a supportive, inclusive learning environment

Corah Project – NSCC Presentation (2025)

Taught seniors about the uses of AI

- Led an interactive session introducing older adults to AI tools in everyday life
- Created accessible visual aids and simplified tech concepts for diverse learning needs
- Demonstrated strong public speaking, patience, and user-focused communication

VP Communications, Enactus NSCC – Strait Area Campus (2023 - 2025)

- Creating and managing social media content and designing visually appealing promotional materials.
- Supporting team presentations through clear and effective communication.

Additional Experience (Relevant Transferable Skills)

Substitute Early Childhood Educator (ECE) – NSCECE (2024)

Provided nurturing, adaptable support in early childhood settings, following routines and promoting individual development.

Service Personnel – Dairy Queen (2024) | Tim Hortons (2023–2024)

Delivered fast-paced customer service, demonstrating efficiency, reliability, and strong communication skills.

Manager (Remote) – Globatek LLC, USA (2022–2023)

Oversaw operations, led web design projects, maintained financial records, and produced marketing materials using Excel and design tools.

Manager – Babies N Mums Kits Ltd. (2014–2019, 2013–2014)

Managed e-commerce operations and customer interactions for a growing online retail business.

Web Designer – Web Base Technologies (2010–2013)

Created user-friendly, responsive web designs and collaborated with developers to optimize site performance and brand consistency.

Projects & Leadership

- **Weekly Event Organizer** – Designed and promoted engaging student events, both virtual and in-person
- **Valedictorian 2025** – Selected as class speaker, demonstrating leadership, communication, and peer impact
- **Design Lead (Flyers & Digital Boards)** – Created consistent, informative designs for campus-wide communication
- **GitHub Project Upload** – Uploaded and maintained Django-based app with CRUD functionality. Additionally, I worked as a team leader for frontend design for class capstone project.

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