

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**, Port Hawkesbury, Canada
Diploma in IT Generalist (2023-2025)
- **Lagos State University**, Ojo, Lagos State, Nigeria
Bachelor of Science in Economics (Second Class Upper Division, 2003-2009)
- **Lagos State University**, Ojo, Lagos State, Nigeria
Diploma in International Affairs and Strategic Studies (Upper Credit, 2000-2003)
- **Jubilee College**, Ojo, Lagos State, Nigeria
Senior Secondary School Certificate (WAEC, 1998)

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:

- **Nova Scotia Community College (2024)**
Wellness Champion
 - Promoting and organizing wellness programs to enhance students' and staff's well-being.
 - Designing engaging digital and print posters for weekly events.
- **Nova Scotia Community College (2024)**
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 - 2024)**
VP Communications
 - Managed social media content and designed materials.
 - Assisted with team presentations on campus and at external events.
- **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.
- **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.

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- Set up equipment for employee use, ensuring correct installation of cables, peripherals, OS, and software.
- **Dairy Queen (2024)**
Service Personnel
 - Customer service.
- **Tim Hortons (2023 - 2024)**
Service Personnel
 - Delivered customer service.
- **Globatek LLC (USA) - Remotely (2022 – 2023)**
Manager
 - Created and maintained the company's website.
 - Handled correspondence and account reconciliation using Excel and Google Sheets.
 - Created flyers for advertising.
- **Babies N Mums Kits Limited (2014 – 2019, 2013-2014)**
Manager
 - Managed online sales.
- **Exclusive Holidays & Tourism, UAE (2014)**
Graphic Designer
 - Designed graphic flyers for online marketing and web design.
- **Web Base Technologies (2010 – 2013)**
Web Designer
 - Provided graphic and web design and collaborated with other programmers.
- **Delateur Services (2010)**
Web Designer

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- Created functional web pages, focusing on animations and graphic editing.
- **Yomex Solutions Nigeria Limited, (YSNL), Lagos (2004)**
Admin Officer / Graphic Designer
 - Managed various departments, including IT and CD.
 - Handled administrative duties.

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

REFERENCES:

Available on request