

MATTIA LAVAI

Western Area, Freetown – Sierra Leone

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🎯 Professional Summary

Enthusiastic Junior Developer and administrative support professional with hands-on experience in data collection, reporting, and office systems. Skilled in digital tools, team collaboration, and multitasking in dynamic environments. Committed to personal growth, continuous learning, and excellence. Known for integrity, adaptability, and a solution-focused mindset, with a passion for helping teams and communities thrive.

✂ Core Skills

- Frontend Development (HTML, CSS, JavaScript – learning React.js & Firebase)
- Microsoft Office Suite: Excel, Word, PowerPoint
- Google Workspace & Cloud Services
- Data Entry, Research & Record Management
- Team Collaboration & Conflict Resolution
- Presentation, Communication & Report Writing
- Time Management & Task Prioritization
- Friendly, Calm Under Pressure, and Quick Learner

Professional Experience

Library Assistant

Sierra Leone Library Board – Freetown

📍 *Freetown, Sierra Leone | Jan 2023 – Present*

- Organized and maintained book collections by genre and author
- Assisted visitors and researchers in locating resources
- Kept the reading environment tidy and welcoming
- Supported library events and daily operational activities

Supervisor

Jalloh Soap Making Factory

📍 *Kenema, Sierra Leone | Jan 2020 – Dec 2021*

- Managed daily team activities and ensured smooth operations
- Coordinated project planning, reporting, and monitoring
- Tracked inventory, logistics, and maintained production schedules
- Facilitated team communication and efficiency improvements

Enumerator

Statistics Sierra Leone (Census Project)

📍 *Kenema, Sierra Leone | 2021*

- Collected household and demographic data using digital tools (GPS/GIS)
- Provided accurate field reports and data syncing to supervisors
- Ensured quality control in the data collection process
- Supported team logistics and engagement in the community

Education & Certifications

Full Stack Web Development Certificate

Coursera – Orange Digital Centre Sierra Leone | 2024

Office Assistant Training (MS Word, Excel, PowerPoint & Google Services)

Orange Digital Centre Sierra Leone | 2022

West African Senior School Certificate Examination (WASSCE)

Lower Bambara Secondary School – Panguma | 2021

Languages

- English – Full Professional Proficiency
- Krio – Full Professional Proficiency

References

Hassan Sesay

Field Supervisor, Statistics Sierra Leone

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Mr. Chernor Jalloh

CEO, Jalloh Soap Making Factory

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Mr. Lamin L. Mansaray

Senior Regional Librarian – East, Kenema

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