

CURRICULUM VITAE

Name: Nakuma Simon
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Studies (SDD-UBIDS),
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PERSONAL STATEMENT

Highly motivated, results-driven, technology enthusiast with well-developed interpersonal and leadership skills. Knowledgeable and experienced in Cybersecurity, Computer hardware, Web development, Computer networking, and Graphic design. Seeking opportunity for further self-development in related fields through work and study.

EDUCATION

B.Sc. Computer Science (Honors, Second Class Upper Division = Magna Cum Laude)

University of Business and Integrated Development Studies, Wa, Ghana. (Awarded November 2024)

Online Certificate in Data Visualization

Industry Immersion Africa (iiAfrica) (Awarded November 2024)

Programs: Power Bi, Advanced Excel, Agile Leadership, Data and Decision

Higher National Diploma (HND) Information and Communication Technology

(Honors, Second Class Upper Division = Magna Cum Laude)

Dr Hilla Limann Technical University, Wa, Ghana (Awarded May 2020)

West African Senior Secondary Certificate of Education (WASSCE)

Tupasoo Senior High School, Wa, Ghana (Awarded May 2017)

Subjects: Business Management, Economics, Financial Accounting.

Basic Education Certificate (B.E.C.E)

Baayiri D/A Junior High School (Awarded April 2014)

Subjects: Management and Leadership Skills

WORK EXPERIENCE

Computing Instructor (employee) at Leadership Community School, Wa (Since August 2020)

Responsibilities: Teach pupils the basics of computing; enter student records via google sheet; and assist with use of IT tools, including Televisions, Computers, tablets etc.

Data Manager (employee) at Sungbawiera Susu Services, Wa (January 2022—July 2023)

Responsibilities: Setup and manage all social media platforms and online meetings; Install and configure computer software, printers; Troubleshoot and make recommendations on IT-related concerns; Manage and configure computer network and network devices.

Administrator (on contract) at WADAAH.COM (December 2021—January 2022)

Responsibilities: Design graphics using Canva; Add new products to website; Update prices and products; Add and manage new clients online; Monitor and supervise data entry clerks.

National Service Assignment (a national requirement) at SDA Junior High School (2019—2020)

Assignment: Teacher of Information Communication and Technology

Other Responsibilities: Monitor the condition of regional feeder roads; Supervise and evaluate the performance of staff; Develop a student database system; Use projector to deliver lessons; Manage and configure computer network and other network devices; Install and configure computer software.

Technician Intern at Right-Click Computers and Digital (July 2020—January 2022)

Responsibilities: Install and configure computer software, including printers; Troubleshoot and recommend solutions for IT-related concerns.

Technician Intern at RST Internet Café (June 2018—September 2018)

Responsibilities: Install and configure computer software, including printers; Provide Customer Service; Fill online forms and assist with other administrative duties.

TECHNICAL AND PROFESSIONAL SKILLS

Advanced skills and practice in the use of Microsoft Office; Website design and management; Computer Repairs; Installation of Programs and Software; Graphic Design (Corel Draw X7, Canva); Computer Networking; Basic programming with (Python, Java, C++).

PERSONAL QUALITIES

Reliable and enthusiastic worker; Strong personality, ambitious, and ready to take on new challenges; Able to think outside the box and find creative solutions; Able to work with calm under pressure; Able to multi-task and meet deadlines; Good teambuilder and team player; Self-starter with comfort relying on personal judgment to guide others; Strong written and oral communication skills and experienced in writing reports and communicating research findings; Trustworthy, honest, and unafraid to admit and correct mistakes; Willing to travel nationally and internationally.

LEADERSHIP AND SERVICE

- Team lead for Robotics and Coding club at Leadership University School (since 2022)
- Assistant Finance Officer 2022—2023, Pax Romana, SDD UBIDS University (2022—2023 Academic Year)
- Finance Officer of Catholic Charismatic Renewal (CCR) at Dr. Hilla Limann Technical University, Wa (2019—2020)
- Organizer of Catholic Charismatic Renewal (CCR) at Dr. Hilla Limann Technical University, Wa (2018—2019)

RESEARCH EXPERINCE

Field Practical Training at SDD UBIDS University: Designed and administered questionnaire and analyzed data on community project; Used python and MS Excel to analyze quantitative data; Completed Final Project work involving the design and administration of questionnaires, analysis of quantitative data using MS Excel (specifically, Application of Queuing Models in a Banking service); LXT|NBU Video Collection Project 2024: Auditor, using Google sheet.

HOBBIES & INTERESTS: Reading; Football (soccer); Bicycle riding.

REFERENCES

1. Dr. Mahama Isahaque

Dean, Faculty of Information Technology

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2. Mr. Bamire Mubashir Ahmed

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