



David Winston Adjavon

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ABOUT ME

I want to be the change I expect!

WORK EXPERIENCE

05/10/2022 – 31/10/2023 Kasoa, Ghana

MEDIA CONTENT MANAGER CENTRAL TECH HUB

- Plan, schedule and direct video production.
- Develop and edit content for TV and radio advertisement.
- Manage media channels (Instagram, YouTube, Facebook, LinkedIn)

03/08/2020 – CURRENT Coimbatore, India

WEB DEVELOPER FREELANCE

- Build WordPress websites according to client requirement.
- Manage and maintain client websites.
- Troubleshooting, system configuration and software update.
- Request handling and client support.

Special Competencies

- Data analysis and solution expert.
- Network Security / Administration
- People skills expert.

Projects/Applications Developed

- Student Database Management System - [Link](#)
- Mobile App Landing Page - [Link](#)
- Expert Mechanic Website - [Link](#)
- E-commerce Website - [Link](#)

Course Video Profile: [Original](#)

Professional Certificates:

[Amazon DevOps Specialization](#)

[TEFL Certificate](#)

[Google IT Support Specialist](#)

01/11/2021 – 30/09/2022 Accra, Ghana

ADMINISTRATIVE ASSISTANT AFRICA WEST AREA (MEETING HOUSE FACILITIES DEPARTMENT)

- Review construction figures from project managers before submission to Area Architectural Manager.
- Submit payment requests for approval.
- Coordinate paperwork submissions with facility and project managers.
- File reports, respond to mails from project managers.

01/09/2016 – 30/09/2017 Accra - Dzorwulu, Ghana

PERSONAL ASSISTANT BIOLOGICAL FILTERS AND COMPOSTERS LTD(BIOFILCOM.NET)

- Organize data, create excel and word document templates.
- Plan and lead company exhibitions and events.
- Transcribe audio recordings and edit content.
- Book client appointments with manager, generate reports.

02/01/2013 – 29/11/2013 Dzorwulu, Ghana

MARKET RESEARCH ANALYST TAYLOR NELSON SOPHRESS LTD

- Gather data & generate research reports on consumer products for decision making.
- Raised company reputation through client satisfaction, people skills and IT support.
- Define target markets, process and analyze raw data into reports for senior managers.

● EDUCATION AND TRAINING

02/10/2017 – 16/07/2020 Coimbatore, India

BACHELOR OF SCIENCE (COMPUTER SCIENCE) Rathinam College of Arts and Science

Address Rathinam Techzone, Eachanari, 641021, Coimbatore, India | **Website** <https://www.rathinamcollege.edu.in/> |

Field of study Database and network design and administration , Software and applications development and analysis , Inter-disciplinary programmes and qualifications involving Information and Communication Technologies (ICTs)

Final grade 7.0 / 10

Link <https://youtu.be/jwZriaJ8xNA>

● LANGUAGE SKILLS

Mother tongue(s): **GA** | **ENGLISH** | **FANTE**

Other language(s):

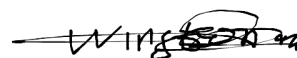
	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
FRENCH	B1	B1	B1	B1	B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

Web Design(WordPress, Wix) | Social Media Marketer | IT Support | Writer and Content Editor | Managerial and administrative skills | Network administration / network security / Network maintenance and repair skills | Voice over artist | Research and Copywriting | Microsoft Office: Word, Excel, Access, Power Point, Outlook. | Project Presentation

At Your Service



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