**Prince Okiemute Inoba**



***SUMMARY OF QUALIFICATIONS***

*A proactive, administrative support staff in both education sector and guest service with successful sales experience and Well-developed skills in forming trusting relationships with customers quickly and attending to their needs promptly. Responsibilities and essential job functions include but are not limited to the following:*

* *Excellent communication and organizational skills*
* *Strong interpersonal and problem-solving abilities and Highly responsible & reliable*
* *Possess over 8years experience as an administrative support staff and guest service.*
* *Ability to work cohesively with fellow colleagues as part of a team with minimum supervision*
* *Ability to focus attention on guest needs, remaining calm and courteous at all time*
* *Consistently offer professional, friendly and engaging service*
* *Proficient in MS Office, Flash, HTML and Adobe Photoshop, possess good mathematical skills*

***SKILLS AND ACCOMPLISHMENTS***

***One major skill***

* ***Technical Skills***
* *Coded websites from scratch using HTML, CSS, and JavaScript*
* *Used CSS Frameworks such as Bootstrap and Bulma to create responsive websites*
* *using a mobile-first approach*
* *Utilized Git terminal commands and GitHub for version control when coding*
* *Learned object-oriented programming through creating interactive applications*
* *using C++, Open Frameworks and motion sensors*
* *Created a 2D side-scroller game consisting of three levels using C# and Unity*
* ***Communication Skills***
* *Collaborated in a team through stand-up meetings, brainstorming sessions, and*
* *design discussions to give updates, develop concepts, and provide web design*
* *solutions*
* *Supported in debugging and learned to refactor code through peer programming*
* *and participating in code reviews*
* *Presented to peers for school projects, to upper management for approval on a*
* *design concept and to a team of web developers for guidance on Quality Assurance*
* *findings*
* ***Design Skills***
* *Produced and edited various types of multimedia (photography, graphics,*
* *2D animations, and video) using the Adobe Suite (Photoshop, Illustrator, XD,*
* *Aftereffect’s, Premiere Pro)*
* *Employed accessible web design practices when developing the visual*
* *design*
* *Applied knowledge of user research findings, affordances, and design concepts when*
* *designing the user interface of mockups and medium-fi prototypes*
* *Implemented the elements and principles of visual design in graphic design work*

***WORK EXPERIENCE***

***Interaction Designer February 2019 – March 2020***

***Courtyard Marriot, Ottawa, ON***

* *Led the development of a visual design concept for housekeeping service*
* *documented the final visual design in a comprehensive style guide*
* *Performed Quality Assurance tests on the early versions of to ensure*
* *adherence to the visual design*
* *Created wireframes, mockups and prototypes of web pages using Adobe Illustrator*
* *and InVision to facilitate design discussions of new pages*
* *Published Knowledge Base articles and made small design fixes using Drupal*
* *Collaborated within a multi-disciplinary team of user researchers and content*
* *writers to understand their needs when producing infographics for user research or*
* *completing publishing tasks*

***Exam Officer and Assistant Administrator***

***Noel College of Arts and Science, Lagos, Nigeria January 2010 – July 2018***

* *Represented the school in various WAEC meetings and correspondences*
* *Managed the student life cycle from registration and admission to graduation*
* *Purchased goods and equipment needed to enhance classroom activity and learning, and process invoice*
* *Reported project progress to management and while creating, revising, and reviewing schedules for various departments.*
* *Communicate with other secondary schools, external agencies and prospective students*
* *Organised and facilitate a variety of educational or social activities.*
* *Contributed to the day-day running of the school such as: maintenance of buildings, facilities, ensure stationary and provisions are purchased as at when due, properly disbursed and accounted for; attend to artisans*
* *Assisted the principal in answering enquires and queries directed to the school.*

***PROFESSIONAL TRAININGS AND SEMINARS***

* ***APPLIED PROJECTS***
* ***Post-Pandemic Destination Discoverer September 2020***
* ***https://princeinoba.github.io/bootcamp-project1/***
* *Collaborated remotely within a team of 3 to produce a website for providing users*
* *information on their local restaurants*
* *Worked with three open-source API’s (Zomato API, Yelp API, Maps URLs) to power*
* *the functionality of the site and used the Bulma CSS Framework for responsive styling*
* *Produced wireframes in Adobe XD to visualize the site’s overall structure*
* *Supported the team in troubleshooting code issues and organizing tasks to ensure*
* *timely completion of the project*
* *Helped implement agile practices using GitHub projects to facilitate workflow*
* ***Weather Dashboard September 2020***
* ***https://princeinoba.github.io/bootcamp-weather-dashboard/***
* *Created a dashboard to display an overview of the current weather and a 5-day*
* *forecast for a searched city*
* *Used local storage to display weather information from the last searched city on*
* *page load*
* *Retrieved weather information using the Open Weather API and used Bootstrap for*
* *responsive styling*
* *World Skills Enhanced Administrative training for international trained professional* ***July 2020***
* *Added an empty state to the dashboard to support its first-time use*
* *Developing Functional E-learning material for schools.* ***May 2014***
* *Understanding the issues in curriculum & pedagogy classrooms dynamics* ***June 2013***
* *Strategies for sustainable operation of private educational institutions* ***March 2013***
* *Implementing the new concept of education quality assurance evaluation* ***November 2012***
* *Record keeping & documentation for effective delivery of education* ***March 2012***

***EDUCATION***

***Carleton University Coding Bootcamp August 2020 – Present***

*Carleton University, Ottawa, ON*

***Bachelor of Information Technology September 2018 – Present***

*Software Engineering, Co-op Option*

*Carleton University, Ottawa, ON*

*∙ 2nd Year Undergraduate,*

*∙ DPI Award in Information Technology*

*∙ Expected Graduation March 2023*

***West African Senior School Certificate (WASSCE)/ IQAS Equivalent to High School Diploma in Canada May/June 2006***

*Noel College of Arts and Science, Lagos. Nigeria*