

RICHARD ESSUMAN

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OBJECTIVE

Dedicated and detail-oriented professional with over five years of experience in Laboratory Operations, Data Analysis, and Web Development, seeking to leverage my technical skills and analytical mindset in the field of Cybersecurity. Proficient in critical thinking and problem-solving, with hands-on experience in technologies such as React, Node.js, HTML, CSS, and JavaScript. Demonstrated success in enhancing operational efficiency and data integrity through data-driven approaches. Eager to expand my knowledge in Cybersecurity and contribute to protecting digital assets. Committed to applying my skills in a challenging academic environment to develop innovative solutions for today's Cybersecurity challenges.

SKILLS & ATTRIBUTES

- Critical and Analytical Thinking.
- Problem-Solving Skills.
- Teamwork Skills.
- React/Next JS
- HTML/CSS/JavaScript -TypeScript
- Node JS

EXPERIENCE

Projects Experience (CodeTrain and Azubi Africa)

HTML, CSS, JavaScript, React and NodeJS

June 2023 – Present

- Revamped a law firm's website to showcase legal services and lawyers, resulting in a 30% increase in user engagement through the use of HTML, CSS, and JavaScript, while also improving communication with colleagues.
- Constructed an e-commerce platform leveraging HTML, CSS, and Bootstrap, achieving a 40% increase in user engagement, and demonstrated leadership by promoting collaboration among peers during development.
- Developed a functional Google form application registration prototype with HTML and CSS, displaying proficiency in web development and demonstrating analytical abilities in collaboration with twelve team members, and two supervisors.
- Designed and implemented a visually engaging portfolio website utilizing HTML exclusively, exhibiting creativity and collaboration through teamwork with ten co-workers.

Data Analyst

United Pensions Trustees Limited

March 2022 – November 2022

- Exemplified drive, determination, and ambition in implementing a data-driven approach to optimize marketing campaigns, leading to a remarkable 25% increase in conversion rates.
- In a harmonious manner, the team developed and deployed a predictive model for customer churn, communicating insights with both co-workers and peers. This collaborative effort led to a significant 15% reduction in attrition rates.
- Demonstrated leadership in the workplace by conducting data analysis, identifying cost-saving opportunities with teammates, colleagues, and peers, resulting in a commendable 10% reduction in operational expenses.
- Portrayed leadership collaborating with cross-functional teams, highlighting decision making to streamline data collection processes. Resulted in a substantial 20% data entry errors reduction, positively impacting partners.
- Illustrated proficient teamwork by developing interactive Tableau dashboards, optimizing data accessibility, and promoting cooperation among partners. Achieved streamlined logical processes and an impressive 40% reduction in search time.

Data Entry Officer-Intern

Appsol Information System

August 2021 – February 2022

- Achieved a remarkable 99.5% data entry accuracy through determination and drive, reducing errors by 25% compared to the previous year and establishing reliable quantitative data.
- Leveraged adept facilitation to implement data processing workflows, resulting in a 25% reduction in data input time and a commendable 15% boost in department productivity. Collaborated with teammates and peers throughout the process.
- Orchestrated ten team management within the team, spearheading the development of data validation protocols that led to a 30% decrease in data discrepancies, enhancing overall data quality.
- Applied perceptive and evaluation skills to process and input 20,000+ records in diverse formats, ensuring seamless collaboration with peers to make critical data readily available for analysis.
- Led quality control initiatives, fostering a harmony approach to achieve 100% data accuracy in financial records, resulting in a significant reduction of financial discrepancies by GHC100,000.

Data Entry Verification Officer

Acreaty Ghana Limited

January 2021 – July 2021

- Conduct pre-scan assessment of documents.
- Assists in the preparation of materials for data capturing.
- Assist in checking accuracy of scanned documents and correcting them as may be required.
- Verify accuracy of data from designated sources before entering it into the system.
- Combine and rearrange data from source documents and transcribe given information into electronic formats.

Laboratory Scientist (National Service)

Ga-North Municipal Hospital

September 2019 – December 2020

- Conducting and supporting scientific investigations and experiments.
- Planning, setting up and undertaking controlled experiments and trials.
- Collecting, preparing and or testing samples.
- Recording and analyzing data.
- Writing reports, reviews and summaries.

Office Administrator (Internship)

Ghana Audit Service

June 2017 - September 2017

- Assigning barcodes to documents, sorting and filling them.
- Overseeing clerical tasks, such as sorting and sending mail.
- Keeping an inventory of office supplies and ordering new materials as needed.
- Maintaining files.
- Data entry and collection.

Sales Executive (Internship)

Airtel-Tigo Telecommunications Network

Jun 2016 - Sep 2016

- Customer service.
- Data collection.
- Used consultative sales approach to understand customer needs and recommend relevant offerings.
- Offered each customer top-notch, personal service and polite support to boost sales and customer satisfaction.
- Pursued resolutions to achieve complete customer satisfaction including tracking down hard-to-find merchandise at diverse locations.

EDUCATION

- **Software Development (In progress)**

Candidate/Student/Intern- Codetrain Software Training Institute

2023- Present

- **Front-End Development**

Candidate/Student/Intern- Azubi Africa

2023- 2024

- **B. Sc (Biology) in Animal Science and Conservation Science and Botany**

University of Ghana, Legon

2015 - 2019

- **WAEC WASSCE – General Science**

St Thomas Aquinas Senior High School

2011 - 2014

REFEREE(s)

Available upon request