



THEOPHILUS BOATENG

CONTACT

Address: Takoradi, Ghana

Phone: +233548968277

Email: theophilusboateng@gmail.com

TECHNICAL SKILLS

- **Data Analytics:** Tableau, Power BI, RapidMiner, SPSS, Excel.
- **Programming Languages:** HTML, CSS, JavaScript, Python, SQL.
- **Frameworks & Libraries:** Tailwind, React, Shadcn/ui.
- **Tools & Platforms:** Git, GitHub, Node, Vite, Visual Studio Code.
- **Vitualization:** VirtualBox, Hyper-V, VMware
- **Other Skills:** Microsoft 365, Teams, Skype, Google Workspace.

SOFT SKILLS

- Strong leadership and team management skills.
- Excellent interpersonal abilities and social skills.
- Solid communication skills (written and oral).
- Proven problem-solving and conflict resolution capabilities.
- Time management skills: can adapt to changing priorities and multitask to complete time-sensitive assignments.
- Exceptional attention to details and superior analytical skills.

SAMPLE PROJECT

- **Live Up:** a MVP website that allows a user to calculate their Body Mass Index (BMI) and receive tailored meal recommendations, based on their BMI, to manage their weight. Web address: live-up.netlify.app/

ONLINE

- theo-personal-site.vercel.app/
- github.com/t-boat

PROFESSIONAL SUMMARY

A results-driven and versatile professional with strong foundations in both hospitality management and computer science. Possess over two years of customer service and leadership experience from the hospitality industry and a solid background in front-end web development. I am seeking to leverage a unique blend of interpersonal, managerial, and technical skills to contribute effectively to dynamic teams and innovative projects.

PROFESSIONAL EXPERIENCE

IT Support / Administrative Assistant [Oct 2021 – Aug 2022]

Youth Employment Agency - Takoradi, Ghana

- Acted as the initial point of contact for all computer systems issues.
- Assisted all Agency staff to meet their everyday IT needs.
- Provided technical support for a range of business technologies.
- Created "how-to" guides on technology-related tasks and procedures.
- Performed administrative tasks to support operations of the Agency.
- Maintained an inventory of office supplies and equipment, ensuring normal operation of systems and calling for repairs or replacement where necessary.

Front Office Supervisor [May 2015 – Sep 2017]

Protea Hotel by Marriott - Takoradi, Ghana

- Supervised daily operations of the front office, ensuring exceptional guest service and efficient check-in/out processes.
- Managed and trained a team of 8 front desk associates to uphold the highest standards of hospitality and customer service.
- Collaborated with various departments (housekeeping, concierge, etc.) to ensure seamless guest experiences.
- Handled guest complaints and resolved issues promptly, maintaining high levels of customer satisfaction.
- Conducted performance evaluations and provided constructive feedback to staff, fostering a positive and productive work environment.

EDUCATION

Bachelor of Science in Computer Science

University of Ghana, Accra, Ghana

Graduated: November, 2021.

TRAININGS

Frontend Web Development Training

MEST Africa, Accra, Ghana

May 2024 – July 2024

- Gained proficiency in **HTML, CSS, JavaScript, Tailwind CSS** and **React**.
- Developed competency in frontend web development.

*****References are available upon request*****