

## SUMMARY

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Experienced Freelance Front-End Web Developer with a track record of creating user-friendly, responsive websites in a team setting. Skilled in collaborating with designers and back-end developers to bring projects to completion.

## WORK HISTORY

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### 4-H Ghana

#### Administrative Assistant & Help Desk Support | 05/2017 - 10/2017

- Offered technical assistance and support with concerns and issues related to information systems.
- Performed clerical duties to help the office run smoothly and efficiently.
- Answered phone calls and emails and ushered office visitors to designated meeting areas.
- Maintained and organized 4-H Ghana Youth Club Database.

### The Church of Jesus Christ of Latter-day Saints

#### Volunteer (LDS Missionary) | 09/2020 - 10/2020

- Provided training in individual communication, problem-solving and working strategy skill.
- Full-time religious instructor, provided topical information during religious encounters with brief presentations.
- Participated in service and community outreach events including mentorship.

### The Church of Jesus Christ of Latter-day Saints

#### Financial Secretary | 01/2020 - 09/2020

- Managed, trained, and addressed personnel issues for over 120 LDS Mission volunteers.
- Coordinated and monitored financial information including expenditures and deposits.
- Provided financial information and direction as requested by assigned supervisors and administrators.

## EDUCATION

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### Pope John Senior High School

#### High School Diploma | 05/2017

- General Arts Club Public Relations Officer

## SKILLS

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- HTML5
- Troubleshooting
- Time Management
- Team Leadership
- Goal Setting
- CSS3
- Technical Support
- Proactive Monitoring
- Problem Solving
- Bootstrap
- Communication skills
- Critical Thinking
- JavaScript