TOPE DAVID MATTHEW

North York, ON | matthewtopedavid@gmail.com | 437-660-1843 | GitHub: www.github.com/toughdave
LinkedIn: www.linkedin.com/in/tope-david-m-48076969 | Website: https://davidoncloud.com

INFORMATION SYSTEMS & DATA ANALYST

PROFESSIONAL SUMMARY

Information Systems and Data Analyst with a Master's degree in Computer Science and proven experience supporting academic IT environments, data-driven operations, and enterprise-style reporting workflows. Strong background in analyzing existing systems, improving data processes, supporting system implementations, and maintaining operational reliability across Windows and Linux platforms. Known for structured documentation, data accuracy, and supporting high-volume institutional systems aligned with organizational standards.

CORE TECHNICAL SKILLS

- Information systems analysis, systems support and troubleshooting
- IT systems implementation, testing, maintenance and documentation
- Operating systems and networking: Windows, Linux, TCP/IP, DNS, DHCP, VPN basics
- Data analysis and reporting (Excel, Google Sheets, Power BI)
- SQL databases, data validation and record management
- Python, PHP scripting and workflow automation
- Software installation, configuration and updates
- Quality assurance support and process improvement
- Technical documentation and end-user training
- Microsoft 365: Outlook, Word, Excel, Teams
- Stakeholder communication and cross-functional collaboration

PROFESSIONAL EXPERIENCE

Computer IT Instructor (Computer Science & Applied Computing) *January 2024 – August 2025*
Pures College of Technology – Scarborough, ON

- Delivered hands-on instruction supporting 250+ students across multiple semesters, providing one-on-one technical guidance with laptops and classroom desktop systems during labs, tests and project work.
- Guided students through installation and configuration of Windows Server 2019/2022, Windows 10/11/7, Oracle VirtualBox and VMware Workstation Pro to build virtual lab environments including Active Directory setups.
- Assisted with installation and troubleshooting of development and database tools including Eclipse (Java), Visual Studio Code with extensions, MySQL, and environments for Python, HTML, CSS and JavaScript coursework.
- Supported networking practical using Cisco IOS concepts, Packet Tracer simulations and a physical Cisco network switch, enabling students to practice VLAN concepts, device connectivity and real-world troubleshooting.

- Provided CAT5e/CAT6 cabling and coached students on RJ45 cable termination and basic network setup to bridge theory with practical application.
- Maintained classroom system readiness through software setup, updates, and technical troubleshooting while documenting repeatable setup procedures for consistent delivery.
- Reviewed and validated student records and identity information used for tests and examinations through online Google classrooms.
- Managed results processing and reporting for about 250+ students over two academic years.

Systems & Data Analyst / System Programmer *March 2017 – August 2023*
Federal University of Technology, Akure (FUTA) – Centre for Continuing Education (CCE)

- Supported enterprise-style academic information systems by processing, validating and analyzing large datasets using Excel, Google Sheets, SQL and Gradent to drive operational reporting for 4,000+ users.
- Applied advanced spreadsheet engineering including data cleaning, batch processing, formula-driven validation and structured workflows to maintain high data accuracy across systems.
- Analyzed admissions, examination and results-processing workflows, improving documentation standards, system consistency and operational efficiency aligned with organizational policies.
- Prepared executive performance reports and presented analytical insights to leadership, supporting planning decisions and program-level evaluations.
- Administered examination technologies including biometric verification devices, CCTV monitoring workflows and secure digital evidence handling procedures.
- Managed admissions and academic records across portals and databases, ensuring lifecycle data integrity from intake through graduation processing.
- Developed Python automation scripts to streamline recurring data preparation tasks and reduce manual processing risk.
- Performed preventative maintenance and operational readiness checks on laptops and examination systems used in high-stakes testing environments.

Computer Science (ICT) Teacher *December 2014 – August 2015*
Community Secondary School, Agulu-Awka, Nigeria

- Delivered foundational computer science instruction with emphasis on logical reasoning and structured problem solving to students and fellow corps members.
- Reviewed and assessed student work for accuracy and conceptual understanding.

EDUCATION

Master of Science (M.Sc.) – Computer Science (2019)   Federal University of Technology, Akure

Bachelor of Science (B.Sc.) – Computer Science (2014)   Federal University of Technology, Akure

ADDITIONAL PRACTICAL EXPERIENCE

- Hands-on systems and networking experimentation through a personal home lab using some computers, enterprise switching equipment, VLAN configuration, IP addressing, and isolated test environments.