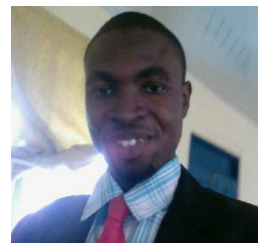


# **CURRICULUM VITAE (RESUME)**

## **PERSONAL DETAILS**



**Name:** Ameyaw Isaac  
**Address:** Hda. Mabuhay, Brgy. Gil Montilla, Sipalay City, Negros Occ. 6113 - Philippines  
**Cell number:** (+63) 923-801-4105 / +1 732-325-2170  
**Date of Birth:** 27/09/1990  
**Nationality:** Ghanaian  
**Marital status:** Married  
**Language spoken:** English, Asante Twi, Fante, Tagalog  
**Email:** ameyaw10@gmail.com  
**Skype ID:** ameyaw10  
**Website:** <https://ameyaw10.wixsite.com/resume>

## **PROFILE/SYNOPSIS**

Professional I.T personnel seeking a position in the PC technician, desktop publisher and a business marketer with the goal of providing service in computer networking infrastructure, computer hardware and software by utilizing my experience in PC technician, desktop publisher and marketing in delivering results against strategic objectives while working within organizational core values and beliefs.

## **PERSONAL QUALITIES**

Open-minded and hardworking  
A self-starter and team player  
Extremely organized and methodical  
Very committed to duty and willingness to learn in a constantly changing environment  
Attention to detail and efficient time management.

## **EDUCATION AND TRAINING**

June, 2016: Bachelor of Science in Information Technology (Central Philippine State University)  
2015-2016: Linux Certification (IPMC College - Ghana)  
2013-2015: Diploma in Information Technology – (NIIT-Takoradi - Ghana)  
2006-2009: Senior High School Certificate - Ameyaw S.H.S (Techiman – Ghana)  
2006: Basic Education Certificate Examination - Kromo Presby J.H.S

## **OTHER CERTIFICATIONS**

### **ALISON CERTIFICATION (Ireland):**

- ❖ Introduction to Teaching English as a Second Language
- ❖ Google Blogger
- ❖ Diploma in Health Studies
- ❖ Introduction to Information Technology

## **WORKING EXPERIENCE**

### **11th May, 2011 – 2016, IT Tutor at Woodbridge International School- (Full Time) – (Ghana)**

#### **Duties;**

- Supervising and teaching
- Data entry and system analyst
- Microsoft packages administration (mastered in MS Word and Excel)
- Maintaining inventory and associated records.
- Enforcing safety regulations.
- Ensure that damages are kept at minimum.
- Repairing and troubleshooting PC.
- Installing new software on computers.
- Managing and troubleshooting computer network.
- Desktop publishing.
- Installing and servicing of printers and scanners.

### **March, 2012 – 2016 Manager at ATECH GH LTD. (Part Time) – (Ghana)**

#### **Duties;**

- Implementing client and customer relationship.
- Managing sales and importing new strategies to get more sales.
- B2B sales supervision and training.
- Managing and troubleshooting computer network.
- Installing software and managing software.
- Data entry.
- Enforcing safety regulations.
- Desktop publishing.
- Managing media marketing.

### **April, 2016 – Dec., 2016 PC support/telemarketer at Telemechanics Call Center - (Philippines)**

#### **Duties;**

- Repairing and troubleshooting PC.
- Managing and troubleshooting computer network.
- Installing software and managing software.
- Enforcing safety regulations.
- Desktop publishing.
- Telemarketing
- Data entry and remote assistant
- Installing and servicing of printers.

## **Other experiences**

### **Pacific Lending Inc, Canada. (Remote)**

#### **Duties;**

- Social Media Management
- Admin assistant
- Zoho CRM Administration

- Leads generation
- Email marketing
- Excel/Word
- Google documents (Cloud Base)
- Data entry.

#### **Lucid Vizion/Krypton IT – USA (Vancouver-Washington) (Remote)**

##### **Duties;**

- Tech Support Manager
- Script writing
- Email marketing templates
- Proposal creation
- Interviewing and recruiting agents
- Training agents on sales & tech support
- Hubspot CRM administration
- Google documents (Cloud base)

#### **PCS CONSULTANTS – Ontario, CA – USA (Remote)**

##### **Duties;**

- Recruitment Manager
- Email marketing templates
- Proposal creation
- Interviewing and recruiting agents
- Training agents
- Email Marketing
- Databox CRM administration
- Google documents (Cloud base)

#### **INTERNET MARKETING COMPANIES – Hurricane, UT – USA (Remote)**

##### **Duties;**

- Recruitment Manager
- Link building
- Directory listings
- Linkdin

#### **ABETINA – New Jersey, NJ – USA (Remote)**

##### **Duties;**

- Web development (WordPress)
- Social Media Marketing
- Graphic designs
- SEO
- Link building
- Directory listings

Software that I am comfortable at are:

- Microsoft Office Suite (Word, Excel, PowerPoint)
- Amazon/Ebay listing & management
- Adobe Photoshop
- Corel draw
- WordPress
- Proposify
- Canvas
- Zoho CRM
- Hubspot CRM
- Email marketing tools
- Social Media Marketing tools
- Google adwords/analytics
- Wix & Weebly
- Skype/Slack
- Databox CRM
- RinglessVM
- RingCentral
- etc.

## **INTEREST**

Reading, solving computer related problems, doing excel calculations, observing and researching, sharing ideas and playing football.

## **REFEREES**

### **Pastor Joy Cantela**

District Pastor of Negros Occidental Conference of Seventh - day Adventist  
Sipalay District  
Cell: +639333518704

### **Mrs Kathleen L. Pedrosa**

System Administrator  
Phil. Waters Lending Corp.  
CM Building, Guanzon St., Brgy.1, Kabankalan City, Negros Occidental 6111  
Cell: +639253377459                      Email: kathleenlp33@gmail.com

### **Mr. Taylor Johnson**

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Hurricane - Utah, USA  
Cell: +1 801-755-1989                      Email: info@internetmarketingcompanies.com

*Other references are available upon request\**