JEFFERSON NARTEY

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EDUCATION

Bachelors of Science - Computer Information Technology   *December 2022*
Brigham Young University Idaho   *Rexburg,Idaho,U.S.A*

Database - Certificate   *December 2022*
Brigham Young University Idaho   *Rexburg,Idaho,U.S.A*
- Utilize SQL and Query to communicate with Database
- Configure, administer and performance tune a Database
- work with a stored Program in a Database

Associate of Applied Science -Professional Studies   *April 2022*
Brigham Young University Idaho   *Rexburg,Idaho,U.S.A*

Computer Information technology -Certificate   *April 2022*
Brigham young University Idaho   *Rexburg,Idaho,U.S.A*

System Administration -certificate   *October 2021*
Brigham Young University Idaho   *Rexburg,Idaho,U.S.A*
- Install,configure, and troubleshoot network routers and switches
- Install, configure, and troubleshoot Linux and Windows servers.

WORK EXPERIENCE

Community Development Network (CDN) | Accra, Ghana   February 2021 - August 2022
Ed-Tech Consultant - Tech Team
- Provided technological and hardware support for 10 learning centers
- Ensured compatibility of technology for 300+ learners and stakeholders
- Developed 3 standard operating procedures and key performance indicators for Tech Team
- Tracked inventory of tech devices for 20+ employees

Construction Monitor | Cedar City, Utah (Remote)   March 2020
Data Entry Specialist
- Transcribed 3500 permits into company systems
- Managed detailed and organized storage to preserve quality, completion, and accuracy of data
- Corrected and verified data, adhering to best practices and reporting to management where necessary

The Laws Kingdom | Accra, Ghana   April 2019
Office Assistant Intern
- Supervised office common areas, organization, and equipment for 8 employees
- Handled 20+ incoming calls and digital communications daily
- Coordinated 6 events which included 200+ people

PROJECT EXPERIENCE

Database Administration Project, Brigham *Young University Idaho*   **September 2021**
- Performed technical analysis to help improve database security
- Identified and implemented proper features of database management systems to best fit
- Built 5 database environments using on-premises, cloud, internal metadata, security performance, automation, backups, and infrastructure as code configurations.

SKILLS AND COMPETENCIES

- Programming Skills (HTML,JAVA,CSS,SQL)
- Raspberry Pi
- Conflict Resolution
- Oral and Written Proficiency
- Microsoft office Suite
- Windows and Linux System
- Hardware and Network system
- Time Management