**CONTACT ADDRESS**

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**ISAAC KINGSLEY**

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Website: <https://kingsley420resumewebsite.cyclic.app>

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***OBJECTIVE***

*To work in a firm with a professional work driven environment where I can utilize and apply my extensive knowledge, skills which would enable me support in fulfilling organizational goals. I'm flexible person who likes to take initiative and seek out new challenge. My ability to communicate effectively helps in resolving issues and improving relationships between the organization and its clients, team members. With background knowledge in Full-Stack Development and Information Technology (IT), coupled with my passion for service and delivery excellence, I am confident I will be able to perform my tasks efficiently & accurately. Looking forward to a career growth oriented* position.

**RELEVANT TRAINING:**

Attended **Pan African Institute** and was certified on:

* Information technology, networking and Surveillance system
* Project Management

Attended **Udemy App Brewery** and was certified on:

* Fronte-end and back-end web development.

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**WORK EXPERIENCE**

**Barr. Otukwu and co**

**Legal Service Specialist, Awka Anambra State**

* Received, sorted, and routed incoming mails
* Typed and prepared correspondence for review
* Scheduled appointments for lawyer and managed calendar
* Performed basic legal research and noted findings
* Screened all calls and took messages when appropriate
* Maintained reception area in a neat and professional manner.

***02-2012—10-2014***

***2018***

**Administrative Assistance (Industrial attachment)**

**Anambra State House of Assembly**

Performed general office duties and administrative task.

Prepared and handle ANHA Nominal Roll.

Recorded and type minutes of meeting.

Managed the internal and external mail functions.

Provide telephone support

**System Administrator**

**Success ICT Solution Center**

Handle internet and technical services as well as schedule and coordinate staff and other meetings, Collate and distribute mail electronically.

**Self-Employed**

**Junior Developer**

**(current)**

***2021***

**Skills:**

Advanced knowledge of Spreadsheet, Presentation, Word Processing, PowerBI, Database management, Customer Relationship, Scheduling, Data entry, Verbal communication, written communication, Time management, people and business communication skill etc.

**Education:**

Bachelor of Science

(Nnamdi Azikiwe University, Awka)

National Deploma

(Federal Polytechnic Nekede, Owerri)

**National Youth Service Corps (NYSC)**

Completed.

**Reference**:

References available upon request.

**IT/ Programming Skills:**

LAN and WAN networking, IP address sub-netting and configuration, routing, Installation, and computer troubleshooting, frontend and backend development with HTML, CSS, Bootstrap, JavaScript, React.js, and Node.js, as well as SQL and NOSQL Database