

PAUL NYAKEH AMARA-VANDY

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16b Sumalia Town, Freetown.

PROFESSIONAL SUMMARY

A Motivated and results-driven Information Technology student with a strong interest in digital solutions, communication, and organizational effectiveness. Skilled in translating complex information into clear, audience-focused messages, with experience in coordinating activities, managing announcements, and supporting team engagement through church and academic leadership roles. Demonstrates strong organizational, communication, and people-management skills, with the ability to use digital tools and social media platforms effectively. Equipped with practical knowledge in SQL, version control (GitHub), and AI-assisted coding through Coursera certifications. Committed to continuous learning, innovation, and making meaningful contributions, with a passion for using technology and communication skills to support organizational growth and impact.

Skills

- Microsoft Office Suite (Word, Excel, PowerPoint, Access) - Basic Networking (IPv4, Internet Concepts) - SQL (Data Handling & Queries) - Version Control (GitHub) - AI-Assisted Coding Tools - Graphic Design (Canva)	- Communication & Public Speaking - Leadership & Teamwork - Time Management - Problem-Solving - Organizational Skills
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EDUCATION

University of Sierra Leone (IPAM) Higher Diploma in Information Technology	2024 - Current
West African Senior Secondary School Certificate (WASSCE) West African Senior Secondary School Certificate	2020 - 2023

WORK EXPERIENCE

LOFEM DAYCARE Secretary	2023 - 2026
- Managed records, files, and administrative documentation - Assisted in communication between staff and parents - Maintained organized and efficient office operation	
ALIMZO SERVICES & MARKETING Assistant Manager	2026 - Current
- Assisted in implementing marketing and communication strategies - Maintained organized records and supported administrative tasks - Coordinated internal communication and handled basic documentation	

REFERENCES

Mr. Alimamy Sesay Position: Chief Executive Officer Company: Alimzo Services and Marketing +23278678374	Mr. Dama James Position: Adviser to the Minister of Environment and Climate Change Company: Ministry of Environment and Climate Change +23279090640
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