

EMERALD EDWARD

COMPUTING STUDENT • SOFTWARE ENGINEERING DIPLOMA • ASPIRING IT & MOTORSPORT TECHNOLOGY PROFESSIONAL

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Computing student with a Diploma in Software Engineering, skilled in programming, web development, and IT troubleshooting. Passionate about applying technology to solve real-world problems and exploring how IT drives innovation in industries like motorsport, cybersecurity, and education. Currently building independent projects and preparing for a Master's degree in Austria to gain international exposure and contribute to global technology environments.

EXPERIENCE

Web Developer

Freelance — Accra, Ghana | March 2025 – Present

- Design and build responsive websites and small web applications for independent clients.

Social Media Manager

Freelance — Accra, Ghana | March 2025 – Present

- Manage content calendars and online presence for independent clients across platforms.

Client Services Representative

The Gold Coast Report — Accra, Ghana | April 2025 – August 2025

- Managed and responded to customer inquiries across social media platforms, maintaining brand voice and tone.
- Provided customer service and processed orders accurately, resolving conflicts calmly and escalating complex cases to management.

Administrative Assistant / Social Media Manager

Fika Teahouse — Accra, Ghana | November 2022 – March 2025

- Handled administrative operations alongside management of the business's social media presence.

Administrative Assistant

Global Plus Ghana Limited — Accra, Ghana | May 2022 – November 2022

- Supported day-to-day administrative operations for the organization.

EDUCATION

Bachelor's Degree, Computing with Business Management

IPMC University College | February 2026 – February 2028

Diploma of Education, Computer Software Engineering

IPMC University College | January 2021 – May 2022

High School Diploma, Accounting and Business/Management

Accra Girls Senior High School | November 2016 – July 2019

SKILLS & CERTIFICATIONS

Top Skills

Python (Programming Language)
Data Analysis
Web Services API

Languages

English — Native/Bilingual
Ga — Native/Bilingual
Twi — Limited Working
Spanish — Elementary

Certifications

Responsive Web Design
Legacy Responsive Web Design V8