

Samuel Mensah Quaye

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PROFESSIONAL SUMMARY

Experienced IT professional with progressive experience across IT support, administrative operations, cybersecurity, and modern web development. Proven ability to build secure, responsive web applications while maintaining strong system support and operational discipline. Certified in Cybersecurity by ISC2 with hands-on experience in secure authentication, access control, data protection, and RESTful API development. Adept at bridging software development, IT operations, and security best practices to deliver scalable, reliable digital solutions.

TECHNICAL SKILLS

Web Development:

HTML5, CSS3, JavaScript (ES6+), React.js, Tailwind CSS, Bootstrap

Backend Development:

Node.js, Express.js, MongoDB, Mongoose, RESTful APIs, JWT Authentication, CRUD Operations

Cybersecurity & IT Support:

ISC2 Certified in Cybersecurity (CC), Access Control, Role-Based Authentication, Password Hashing (bcrypt), HTTPS, CORS, Input Validation, Data Backups, OS Troubleshooting, Desktop Support, Network Configuration (Junior Level)

Tools & Platforms:

Git, GitHub, Postman, Netlify, Render, WordPress, Joomla, Adobe Photoshop, Figma, Microsoft Office Suite, Google Workspace

PROFESSIONAL EXPERIENCE

Web Developer (Remote)

Sign Natural Ventures

December 2025 – Present

- Develop and maintain web applications supporting experiential learning, courses, workshops, and e-commerce features.
- Implement frontend and backend functionality using modern JavaScript frameworks and RESTful APIs.

- Apply secure development practices including authentication, authorization, and protected workflows.
- Collaborate on system improvements, testing, and feature enhancements.

Frontend Web Developer

Sign Natural Ventures

April 2025 – June 2025

- Built responsive user interfaces using React.js and Tailwind CSS.
- Implemented component-based architecture, state management, and form validation.
- Used semantic HTML and CSS for accessibility and layout consistency.
- Managed source control using Git and GitHub with feature branching.

Digital Skills Expert (Post-Project Support)

GROW-YAI

July 2025 – November 2025

- Maintained and supported innovators' websites to ensure usability, accessibility, and functionality.
- Performed website updates, troubleshooting, and removal of inactive components.
- Updated content, navigation links, contact information, and design elements.
- Conducted quality assurance checks before and after updates.

IT and Administrative Support

Secure Eyes

February 2023 – February 2025

Accra, Ghana

- Provided IT support including software installation, troubleshooting, and system maintenance.
- Designed and updated websites using WordPress and Joomla.
- Performed regular data backups and basic security practices.
- Created digital and print designs including flyers, posters, and brochures.
- Supported office administration and daily operations.

Project Management Intern

Excelerate

September 2024 – October 2024

Dubai

- Developed project plans for a global experiential learning event.
- Identified project risks and proposed mitigation strategies.
- Prepared budget plans and assisted in project coordination activities.

Executive Assistant

Globart Telsria

January 2020 – December 2023

Ghana

- Coordinated executive schedules, meetings, and travel arrangements.
- Managed import and export correspondence.
- Supervised subcontractors on construction projects, improving timelines by approximately 15 percent.
- Maintained accurate documentation and records.

Administrative Assistant

Joella Properties

November 2018 – January 2023

Accra, Ghana

- Prepared reports, presentations, and official documents.
- Managed communications and monitored deadlines.
- Coordinated property viewings and client meetings.
- Produced marketing materials and maintained office inventory.

Office Coordinator

Anaess Communication Limited (IT Consultancy)

September 2015 – October 2018

Greater Accra Region, Ghana

- Managed office operations and correspondence.
- Assisted in website visual design and content creation.
- Provided customer IT support and desktop troubleshooting.
- Coordinated executive schedules and travel logistics.

Teaching Assistant

Ghana Institute of Journalism (UNIMAC)

September 2012 – August 2013

Greater Accra Region, Ghana

- Assisted faculty with instruction, grading, and record keeping.
- Led discussion sessions and supported students academically.

Computer Repair Technician

Redan Systems Ltd

August 2009 – March 2010

Accra, Ghana

- Diagnosed and repaired desktop computers.
- Performed software upgrades and routine maintenance.
- Gained foundational technical troubleshooting experience.

PROJECTS

Library Management API

Technologies: Node.js, Express.js, MongoDB, Mongoose, Joi

- Developed a RESTful API for managing library resources.
- Implemented full CRUD operations with validation and error handling.
- Integrated file uploads using Multer.
- Deployed on Render and documented APIs using Postman.

Personal Expenses Tracker API

Technologies: Node.js, Express.js, MongoDB, JWT

- Built an authenticated API for tracking user expenses.
- Implemented user authentication, protected routes, and role-based access.
- Tested and documented endpoints using Postman.

Advertisement Web API (Group Project)

Technologies: Node.js, Express.js, MongoDB

- Developed backend functionality for posting, editing, and deleting advertisements.
- Implemented search, filtering, image uploads, and access control.

EDUCATION

Center for Executive Training (CET Consulting Group Ltd)

Professional Training

August 2025 – November 2025

MEST Africa

Web Developer, Computer Software Engineering

January 2025 – June 2025

Ghana Institute of Journalism (UNIMAC)

Bachelor of Arts in Communication Studies

September 2013 – May 2015

CERTIFICATIONS

- ISC2 Certified in Cybersecurity (CC)
- Introduction to Cybersecurity
- Cyber Security Essentials
- Networking Devices and Initial Configuration
- Oracle Database Administration

SOFT SKILLS

Problem Solving, Communication, Time Management, Collaboration, Adaptability, Analytical Thinking

REFERENCES

Available upon request