

PERSONAL INFORMATION

STEPHEN ARTHUR

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 GB 461, Princess Rd, Accra-Ghana

PERSONAL STATEMENT

Detail-oriented, organized and meticulous. Works at fast pace to meet tight deadlines. Enthusiastic team player ready to contribute to company success. Looking for a role that can bring about the optimum utilization of my talents and skills.

WORK EXPERIENCE

July 2019 – Present

Freelance Web Developer (stephenarthur.dev)**Responsibilities**

- Understanding client requirements and translating them into website designs that are visually appealing and user-friendly.
- Developing and customizing WordPress themes and plugins to meet client requirements.
- Developing website layouts and user interfaces that are responsive and optimized for different devices.
- Ensuring that all websites are optimized for search engines and meet the latest web design and accessibility standards.
- Creating and maintaining website documentation and user guides.
- Working closely with clients to ensure that website designs and functionality meet their expectations.
- Performing regular website maintenance tasks such as backups, security updates, and performance optimization.
- Troubleshooting and resolving technical issues with WordPress websites.
- Designing and developing graphic assets such as logos, banners, and infographics.

October 2020 – Present

Senior Web Developer & Learning Systems Manager

Accra Institute of Technology (Address - P.O Box AN 19782, Accra-North, Ghana
/website- www.ait.edu.gh)

Responsibilities

- Providing front-end website development using Content Management Systems such as WordPress.
- Website development using HTML, CSS, JavaScript and jQuery languages.
- Overseeing back-end development using PHP to maintain website integrity, security and efficiency.
- Conducting testing and review of website design for responsiveness, clarity and effectiveness.
- Embedding media into sites using reliable, streamlined protocols and technologies.
- Converting graphic designs to usable web images using Adobe Photoshop.
- Providing ongoing efficiency and security maintenance and patching on website interface to maintain viability after launch.
- Monitoring and maintaining the AIT Smart School Academy's Learning Management System.

December 2021 – April 2023

Digital Data Divide – Independent Data Annotator and Translator**Data Annotation Responsibilities:**

- **Data Labeling:** Accurately labeled and categorized text, images, audio, and video data according to provided guidelines, ensuring consistency and high quality in annotations.
- **Quality Control:** Conducted regular reviews of annotated data to ensure accuracy and consistency, providing feedback and corrections to maintain dataset integrity.
- **Documentation:** Maintained clear and detailed records of annotation processes and updated guidelines based on feedback and new requirements.

Translation Responsibilities:

- **Text Translation:** Translated texts from one language to another with high accuracy, ensuring cultural appropriateness and contextual relevance.
- **Review and Edit:** Reviewed and edited translations for quality and consistency, providing constructive feedback to improve translation standards.

October 2020 – August 2021

- **Glossary Management:** Maintained and updated a glossary of terms to ensure consistency across projects, collaborating with linguists and domain experts.
- **Cross-Functional Collaboration:** Collaborated with data scientists, engineers, and product managers to integrate translated content into machine learning models, offering insights on linguistic challenges.

Accra Institute of Technology (AIT) - Academic Tutor (National Service)

Responsibilities:

- **Course Instruction:** Delivered lectures and tutorials in Systems Programming, Content Management Systems, and Computer Graphics Animation, ensuring comprehensive coverage of course material.
- **Student Engagement:** Facilitated engaging and interactive learning experiences, encouraging student participation and discussion to enhance understanding.
- **Grading and Feedback:** Assessed student assignments, projects, and exams, providing timely and constructive feedback to help students improve their skills and knowledge.
- **Exam Preparation:** Designed and administered quizzes, midterms, and final exams, ensuring fair and comprehensive assessment of student learning.
- **Record Keeping:** Maintained accurate records of student attendance, grades, and progress, ensuring compliance with university policies and procedures.
- **Curriculum Improvement:** Participated in curriculum review and improvement processes, offering insights and suggestions based on teaching experience and student feedback.
- **Resource Provision:** Recommended additional resources, such as textbooks, articles, and online courses, to supplement student learning.

EDUCATION

January 2017 – May 2021

BSc Information Technology, First Class Honors Accra Institute of Technology - AIT (Accra-Ghana) Relevant Courses

- Multimedia Applications Systems Development, Web Authoring & Content

September 2010 – May 2013

Management, IT Professional Ethics, Systems Analysis & Design: Principles and Practice, Advanced Database System Administration, etc.

WASSCE (General Science)**Presbyterian Boys Secondary School, Legon (Accra-Ghana)****Communication Skills**

- Good communication skills gained through my experience as a Content Writer.
- Good presentation skills gained through my experience as a Content Writer and Web Developer.

Technical Skills

- Highly competent and great control of Content Management Systems such as WordPress.
- Good Front-End Skills. I have strong competence using HTML, CSS and jQuery to create responsive web design and applications.
- Competent in database management: testing programs and databases to identify issues and making necessary modifications as well as setting up and controlling user profiles and access levels for each database segment to protect important data.

Additional Skills

- Good command of Graphic Design tools such as Adobe Photoshop, Adobe Illustrator.
- Fair competence in usage of Blender as a Modelling and Animation tool
- Good command of Microsoft office suite (word processor, spreadsheet, presentation software).
- Resourcefulness and problem-solving attitude.

REFERENCES

Mr. Eugene Marfo Akoto

Head of Department, Learning Instruction and Teaching Innovation Systems (*LITIS*)

Accra Institute of Technology (AIT)

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