HUNSA S. SAMUEL
ADMINISTRATOR, FULL-STACK DEVELOPER & GRAPHIC DESIGNER

CONTACT

- +234-808-473-7049
- smkmayomisamuel@gmail.com
- ASCON, Topo - Badagry, Lagos.
- www.linkedin.com/in/hssamuel

SKILLS

- Graphic & Presentation Design
- Web Development
- Video Editing
- Good Writing and Communication
- Excellent Research Ability
- Administrative Skills
- Interpersonal Skills

LANGUAGES

- English (Fluent)
- Yoruba (Basic)
- Egun (Fluent)

CERTIFICATIONS

- CERTIFICATE OF COMPLETION IN BACKEND DEVELOPMENT
  YouThrive in collab. with CareerEx

- INTRODUCTION TO SOFTWARE DEVELOPMENT
  3 Million Technical Talent & IHS Towers of Strength

- CAREER ESSENTIALS IN SOFTWARE DEVELOPMENT
  Microsoft and LinkedIn

- INTRODUCTION TO RESPONSIBLE AI SKILLS
  Commonwealth AI Academy Training Programme

PROFILE

I am an Administrative Assistant at the West African Management Development Institutes Network (WAMDEVIN), where I've gained a strong foundation in governance and institutional management. A passionate Software Developer, Graphic & Presentation designer. Currently, I am pursuing my first degree in Public Administration while actively expanding my expertise in software development — driven by a deep passion for technology, innovation, and creating future-focused solutions.

WORK EXPERIENCE

WAMDEVIN/ASCON
Chief Clerical Officer
2022 - PRESENT
- To provide support to ensure efficient operation of an office.
- Perform a variety of administrative and clerical tasks, including answering phones, scheduling appointments, organizing files, managing correspondence, and supporting other staff members.
- I play a key role in maintaining smooth day-to-day operations in both corporate and organizational settings. etc.

WAMDEVIN/ASCON
Office Assistant
2015 - 2016
- Run errands and provide support to staff as needed.
- Handle technical tasks such as photocopying, laminating, data entry, and other administrative duties.
- Oversee the opening and closing of the office, ensuring smooth daily operations.

IMMACULATE SAM ACADEMY
Teacher
2012 - 2014
- Plan, prepare, and deliver engaging lessons in line with the curriculum.
- Assess and monitor students' progress, providing regular feedback and support.
- Create a positive, inclusive, and safe learning environment for all students.

EDUCATION

Bachelor of Science in Public Administration — In view
Lagos State University

West African Examination Council (WAEC) — 2022
Sitrac College

West African Examination Council (WAEC) — 2005 - 2012
Opeyemi Comprehensive High School

RELEVANT PROJECTS:

Backend Development | March - June, 2025
YouThrive in collaboration with CareerEx
- Built an AI Powered Sport Betting platform named BetWise

Software Development | March - June, 2025
Digital SkillUp Africa (DSA) - The Incubator Hub
- Built a Mentorship Marching Platform named MentorMe

REFERENCES

David Sampson
- Full Stack Software Developer (Web & Mobile) | Blockchain Developer | Coding Instructor | Passionate about Building Innovative Solutions.
- **LinkedIn:** linkedin.com/in/david-sampson
- **Email:** davidsampson.ud@gmail.com
- **Phone:** +234 704 602 6964

Timothy Osungbaro
- Senior Management Development Officer (SMDO) @WAMDEVIN
- **Email:** osungbarotimothy@gmail.com
- **Phone:** +234 703 678 1618