

REJOICE ADDO

Aspiring IT Leader | Digital Forensics & Cybersecurity Specialist | | Compliance-Driven Technologist |

Email Address	Phone	LinkedIn	Location
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CAREER OBJECTIVE

To leverage my expertise in cybersecurity and administration, IT infrastructure, and compliance frameworks in a strategic leadership role, contributing to secure digital transformation and operational excellence in national development.

WORK EXPERIENCE

Administrative Assistant – Wibexly Ltd, (Ghana) Remote November 2024 – Till Date

- Supported business growth and operations by efficiently managing administrative tasks.
- Assisted in drafting IT governance policies and compliance document.

Project Field Officer – Ghana Statistical Service Scheme, (Ghana) Contract January 2024 – February 2024

- Led digital data collection initiatives, improving process efficiency by 30% and data accuracy to 95%.
- Collaborated with stakeholders to streamline survey platforms and integration.

Executive Assistant - Fernando Building and Blck Works, (Ghana) August 2022 -November 2023

- Optimized scheduling and record - keeping systems, improving operational workflows and contributing to 15% revenue growth.
- Implemented digital filing solutions to enhance document security and retrieval speed.

Data Analysts - Saint Louis University, (Remote USA) Internship July 2022 – August 2022

- Organized data sets from different departments which made understanding easier leading to an 80% decrease in time spent looking for information.
- Predicted and suggested the best pricing strategy for the company which cut down costs by 20% massively and increased revenue by 30%.

Registration Officer - National Identification Authority (Ghana) January 2020 - February 2021

- Produced a 10% monthly increase in the registration process and registered applications electronically.
- Received and checked applications inclusive of the attached documentation and attestation of documents.

Program Manager & Outreach Coordinator – Developers in Vogue (NGO , Ghana) August 2018 – December 2019

- Performed gap analysis which fostered relevant partnerships with various stakeholders and generated qualified leads ensuring its sustainability resulting in a 40% increase in permanent affiliation.

- Led and oversaw projects and trained about 90 women to innovatively use technology to improve upon their trades and occupations which increased the organization's community by 10%.

IT Officer / Achimota Hospital (National Service), (Ghana) September 2017- August 2018

- Provided IT support for a team of 100+ employees, resolving technical issues promptly and maintaining a 99% uptime.
- Successfully allocated all clients to the various specialists using the hospital application system to assign patients to their respective doctors reducing queues which are mostly seen in the Outpatient Department by 20%.

EDUCATION

MSC . DIGITAL FORENSIC & CYBERSECURITY Ghana Institute ofManagement And Public Administration	January 2021 - July 2022 Ghana
• BSC . BUSINESS ADMINISTRATION Kwame Nkrumah University of Science & Technology	September 2013 - July 2017 Ghana
• MICROSOFT OFFICE / OpenLabs NIIT Ghana	July 2022 - September 2022 Ghana

SKILLS

Soft Skills	Industry Knowledge	Project Management
Negotiation	Administrative Skills	Risk Assessment & Disaster Recovery
	Data Protection and Security	
Collaborating & Coordination	Cybersecurity Frameworks (ISO 27001, NIST)	Digital Transformation Strategy
		System Integrations and Upgrades
Relationship Building	Compliance & Governance	IT Governance & Compliance
Operations Management	Network Monitoring & ThreatDetection	Cloud Platforms (Microsoft Azure, AWS – fundamentals)

CERTIFICATIONS

- AWS certifications—Cloud Essentials & Solutions Architect.(2025) – In Progress

VOLUNTEER EXPERIENCE / LEADERSHIP AND ACHIEVEMENTS

- I was part ofa team in Developers in Vogue that came out with a website that would aid in reducing queuing and making every process paperless.
- I held the position ofWomen’s Commissioner for NSS Ga- West municipality for the year 2017/2018.
- Achieved a 20% increase in departmental workflow efficiency via automated IT systems
- Led the migration of paper-based operations to digital formats, reducing data retrieval time by 30%

Rejoice Addo
Accra, Ghana
10th April, 2025.

The Hiring Manager
Ghana's Precious Mineral Trade Sector
Accra, Ghana.

Dear Hiring Manager,

Application for a Position as Principal Officer Information Technology – Rejoice Addo

I am writing to express my keen interest in the position of Principal Officer, Information Technology, as advertised. With a Master's degree in Digital Forensics & Cybersecurity and practical experience managing IT systems in dynamic environments, I bring a strong blend of technical expertise, analytical thinking, and a solutions-oriented mindset well-suited to support the strategic objectives of Ghana's Precious Mineral Trade Sector.

My professional background includes serving as an IT Officer at Achimota Hospital, where I supported the hospital's digital infrastructure, led system maintenance initiatives, and implemented a smart patient allocation program that improved departmental efficiency by over 20%. These experiences sharpened my skills in risk assessment, digital security, and IT governance core areas that align with the responsibilities of this role.

I am particularly drawn to this opportunity because of the sector's mandate to oversee and transform Ghana's Precious Mineral Trading Sector through innovation and compliance. I am confident in my ability to contribute meaningfully to your digital transformation agenda through:

- A robust understanding of cybersecurity frameworks, IT infrastructure resilience, and system monitoring;
- Proven experience coordinating digital tools for compliance and operational efficiency;
- An ethical, forward-thinking mindset that embraces collaboration and continuous improvement.

Beyond technical know-how, I am passionate about building secure and efficient systems that support broader institutional goals. I believe in the power of technology to drive transparency, operational excellence, and sustainable development.

I would welcome the opportunity to discuss how my background, skills, and passion for digital innovation can add value to your mission. Thank you for considering my application.

Yours Faithfully,

R. A

Rejoice Addo
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