

JEFFREY OSEI NEWTON KONADU

Program & Project Manager • Software Developer • Cybersecurity Enthusiast • IT Specialist • AI Enthusiast

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PROFESSIONAL SUMMARY

Technology professional with 10+ years of experience spanning program and project management, full-stack software development, IT support and cybersecurity. Skilled at leading cross-functional programs end-to-end while personally shipping production web and mobile applications in React, Next.js, Flutter and Node.js. Combines an operator's discipline with an engineer's craft — equally comfortable running a stakeholder review, administering a network, or hardening a web application. Actively integrates AI tools (Claude, ChatGPT, Gemini) into delivery workflows and trains teams and communities to do the same. Delivered 20+ projects impacting 1,000+ people across SMEs, non-profits and logistics organisations.

CORE SKILLS

Software Development: React, Next.js, Flutter, TypeScript, JavaScript, Node.js, PostgreSQL, Firebase, Python, WordPress

IT & Infrastructure: Networking, Windows Administration, Linux, Cloud Platforms, System Troubleshooting, CCNA

Cybersecurity: Ethical Hacking, Penetration Testing, API Security, Web Application Security, Wireshark, Network Security

Artificial Intelligence: ChatGPT, Claude, Gemini, Prompt Engineering, Workflow Automation

Project Management: Agile, Scrum, Stakeholder Management, Risk Management, Communication

PROFESSIONAL EXPERIENCE

Executive Assistant — Agribusiness & Safeguards Solutions Consult, Accra2025 — *Present*

Provides executive and administrative support, coordinates operations, manages schedules, and facilitates communication to ensure efficient decision-making and organisational effectiveness.

- Manage complex calendars, travel and high-stakes correspondence with discretion
- Prepare board-ready reports, briefs and presentations under tight deadlines
- Streamline office operations by introducing lightweight digital workflows

Operations / Programs & Project Manager — Lady Margaret Foundation2024 — *Present*

Oversees programmes, projects, and organisational operations, ensuring efficient execution, strategic coordination, and successful delivery of impactful initiatives.

- Lead planning, execution, and monitoring of social impact programs
- Streamline workflows to improve organisational efficiency
- Act as primary liaison for partners, volunteers, and beneficiaries

Software Developer — Freelance & Client Projects2018 — *Present*

Designs and ships web and mobile products for SMEs, non-profits and logistics companies using modern JavaScript and cloud tooling.

- Shipped production apps with React, Next.js, Flutter and Firebase
- Designed PostgreSQL schemas and APIs for data-heavy operational tools
- Owned projects from discovery and design through deployment and support

IT Support Specialist — Freelance & Client Projects2017 — *Present*

Keeps teams productive by resolving hardware, network and software issues across Windows and Linux environments.

- Administered networks, endpoints and cloud accounts for growing teams
- Built internal documentation that cut recurring ticket volume
- Trained non-technical staff to resolve common issues independently

Trainer — Community & Corporate Workshops2018 — *Present*

Runs hands-on sessions on digital literacy, software tools and AI-assisted workflows for students, professionals and community groups.

- Delivered workshops on productivity software, AI tools and safe computing
- Designed curricula tailored to non-technical and early-career audiences
- Mentored scholarship recipients on career and technology pathways

KEY PROJECTS

Lady Margaret Foundation — *Lead Developer & Project Manager*

A digital presence and case-management workflow for a foundation supporting education and community welfare initiatives. Stack: Next.js, TypeScript, Tailwind CSS, Firebase.

Live: <https://ladymargaretfoundation.org/>

SME Guide — *Full-Stack Developer*

A resource platform helping small and medium enterprises navigate registration, compliance and growth tooling. Stack: Next.js, WordPress, Tailwind CSS.

Live: <https://smeguide.live/>

Tech Shop Ghana — *Software Developer*

An e-commerce storefront and inventory system for a growing electronics retailer, built for speed and reliability. Stack: React, Firebase, Node.js.

Live: <https://techshopgh.com/>

Chemmart Ghana — *Full-Stack Developer*

A pharmacy inventory and ordering platform built to reduce stockouts and simplify supplier reconciliation. Stack: Next.js, PostgreSQL, Tailwind CSS.

Live: <https://chemmartgh.com/>

Ubuntu Rising Scholarship Program — *Full-Stack Developer*

An applicant management and review platform that streamlined scholarship intake for hundreds of applicants across multiple cohorts. Stack: React, Node.js, PostgreSQL.

Sattus : Developing

DanWorld Logistics — *Full-Stack Developer*

A logistics tracking and dispatch tool giving operations teams real-time visibility into fleet and delivery status. Stack: Flutter, PostgreSQL, Node.js.

Sattus : Developing

EDUCATION

BSc. Information Technology — GCTU (Ghana Communication Technology University) — 2025

Diploma in Information Technology — GCTU (Ghana Communication Technology University) — 2023

CERTIFICATIONS & TRAINING

- Claude Code 101 — Anthropic Education, 2026
- Claude 101 — Anthropic Education, 2026
- Introduction to Claude Cowork — Anthropic Education, 2026
- Prompt Engineering for Everyone — IBM / Coursera, 2024
- CCNA — IT Training Centre, 2017
- Networking and System Administration — IT Training Centre, 2017
- Hardware — IT Training Centre, 2017