

GODWIN ITA JEREMIAH

WEB DEVELOPER | DATA ANALYST | IT SUPPORT SPECIALIST

WordPress Development | Data Analysis & Dashboard Reporting | IT Support & Digital Solutions

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PROFESSIONAL SUMMARY

Website Designer, Data Analytics and IT Support Professional with 6+ years of experience delivering technical support, managing digital platforms, and improving business operations. Skilled in WordPress, Excel, SQL, Power BI, systems administration, customer support, and process improvement. Proven ability to solve technical issues, support end users, manage websites, and transform data into actionable insights.

CORE COMPETENCE

- **Web Development, Data Analyst & IT Support:** Website Management, WordPress, Website Hosting, Basic HTML5/CSS3, Microsoft Excel SQL, Power BI, SQL, Data Cleaning, Dashboard Creation, Troubleshooting, Software Installation, User Support and Network Support.
- **Tools & Technologies:** WordPress, Excel, Power BI, SQL, GitHub, Visual Studio Code, Canva
- **Technical skills:** HTML5, CSS3, Responsive Web Design, Google work Space.
- **Soft skills:** Team Collaboration, Communication, Attention to details, Problem solving, Time Management

PROFESSIONAL DEVELOPMENT AND CERTIFICATION

DECODE LABS

REMOTE

Data Analyst Intern

Jun 2026 – Jul 2026

- Data Cleaning, Data Transformation, Dashboard Development, Microsoft Excel, SQL, Power BI, Data Modeling, DAX, Reporting, Business Intelligence, KPI Tracking, Trend Analysis, and Data-Driven Decision Making.

TECH SPHERE ACADEMY (TS Academy)

REMOTE

Data Analytics

Jan 2026 - May 2026

- Data Cleaning, Data Transformation, Data Visualization, Dashboard Development, Microsoft Excel, SQL, Power BI, Data Modeling, DAX, Reporting, Business Intelligence, KPI Tracking, Trend Analysis, and Data-Driven Decision Making.

ALX AFRICA

REMOTE

Virtual Assistant Course-Honor

Jul 2022 - Sep 2022

- Email & Calendar Management, Client Communication, Internet Research, Data Entry, Task Coordination, Google Workspace, Remote Collaboration Tools (Zoom, Microsoft Teams), Time Management, Administrative Support, and Confidentiality Management. [Validation URL](#)

PROFESSIONAL WORK EXPERIENCE

PAULO HOMES LIMITED

ABUJA, NIGERIA

Information Technology Personnel

Mar 2023 – Nov 2025

- Developed and manage the company website, improving online visibility and enhancing property presentation for prospective client.
- Designed promotional graphics and marketing materials that strengthened brand awareness across digital channels.
- Provided IT support and resolved software related issues, minimizing operational disruptions.
- Coordinated video production and drone operations to create engaging property marketing content and improve customer engagement
- Maintained clients records and backups, improving data security and ensuring business continuity.
- Monitored Installation of computers CCTV systems, routers and network infrastructure, ensuring smooth deployment.
- Developed and launched the hospital foundational website, establishing its initial digital presence (Margaret Lawrence University Teaching Hospital)
- Supported procurement of office equipment, helping the organization achieve cost-effective purchasing decisions (Margaret Lawrence University Teaching Hospital)

ADORNED CRAFT**REMOTE****Digital Manager**

May 2018 – Nov 2020

- Launched its social media campaigns that increased brand visibility and generated new customer inquiries.
- Developed business relationships and sales opportunities by identifying and pursuing potential leads.
- Managed customer communications through email, phone, improving response times and customer satisfaction
- Coordinated schedules and administrative activities, supporting efficient daily operations.

CRYTAL PG LIMITED / HYBRID**ABUJA, NIGERIA****JOB TITLE**

2017 - 2018

- Diagnosed and resolved computer-related issues, improving staff productivity and operational efficiency.
- Assisted with procurement of office equipment, ensuring value-driven purchasing decisions.
- Prepared daily project status reports, improving communication and project tracking.

GOVERNMENT GIRLS SECONDARY SCHOOL**NIGER STATE, NIGERIA****Computer Teacher**

2017 - 2018

- Delivered computer studies lessons that improved students' understanding of ICT concepts.
- Prepared lesson plans and learning materials, enhancing classroom engagement and learning outcomes.
- Supervised examinations and ICT laboratory activities, maintaining discipline and compliance.

PIPELINE AND PRODUCT MARKETING COMPANY (PPMC)**RIVERS STATE, NIGERIA****Operations Intern**

2014 - 2015

- Supported maintenance activities that contributed to reduced operational downtime.
- Assisted operations teams with product monitoring and daily measurement activities.
- Collaborated with supervisors and operators to resolve operational issues and maintain workflow efficiency.

EDUCATION

Bachelor of Science (BSc) | Computer Science

Tansian University, Umuaya, Nigeria

2012 - 2016

Senior School Certificate (SSCE)

Federal Government College Ikot Ekpene, Nigeria

2002 - 2008

REFERENCE

Reference available upon request.