JOSHUA OKATA OFOSU

UIUX Designer • Project Manager • Web Designer • IT Security & Support

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PROFESSIONAL SUMMARY

IT professional with over 4 years of experience in Project Coordination, UX Design, and IT Support, with growing experience in Frontend Development and Operational Security. Experienced in coordinating projects from planning through delivery, keeping timelines, stakeholders, and cross-functional teams aligned. Skilled in translating low-fidelity wireframes into high-fidelity user interfaces using HTML, CSS, and Alpine.js, working closely with backend developers and clients to ship on time. Background in IT support brings a practical, security-conscious approach to managing systems, resolving technical issues, and protecting data.

CORE COMPETENCIES

Project Management: Stakeholder Communication, Task Tracking, Cross-functional Team Collaboration

UI/UX Design: Wireframing, Accessibility-first Design, User Flow, Design-to-Development Handoff

IT Support & Administration: Technical Troubleshooting, Systems & User Administration, Data Integrity

Frontend Development: HTML5, CSS3, Responsive Design, UX Design, Alpine.js, Svelte.js

Operational Security: Phishing Prevention, Security Awareness Training, Risk Mitigation Advisory, Compliance and Governance, Password Hygiene, Reporting

PROFESSIONAL EXPERIENCE

IT Consultant & Web Developer | *Freelance* 2012 – Present

- Design and deploy responsive frontend components and intuitive, accessible web experiences for startups and SMEs, using HTML, CSS, JavaScript and Alpine.js.
- Built a customizable online ordering system that significantly reduced manual social-media order processing
- Advise client organizations on cybersecurity risk mitigation, password hygiene, and protection against phishing and other digital threats.

UI Designer & Developer | *Fleet Labs (Ghana – Remote)* Oct 2020 – May 2023

- Translated product requirements into user-focused wireframes and prototypes using Figma, incorporating UX and accessibility considerations.
- Coordinated cross-functional teams across design and engineering to deliver the Miss Emerald Ghana Pageant Voting App, managing tasks, timelines, and deliverables from planning through launch.
- Translated product requirements into wireframes and prototypes while coordinating design iterations, stakeholder feedback, throughout development
- Collaborated with frontend and backend teams to track dependencies, resolve delivery issues, and support the successful launch of a high-traffic voting platform serving hundreds of users.

Computing Instructor & Mentor | *Ghana Education Service / LinkedIn Community* 2018 – 2024

- Facilitated IT lessons focused on fundamental computing and digital literacy for students, adapting material to different learning levels.
- Mentored 6+ UX/UI interns through the end-to-end design process, from user research and wireframing to prototyping and design handoff
- Mentored 8+ Interns through the software development lifecycle and industry best practices.
- Recognized as "Most Contributing Member" (2022 & 2023) at UX Ghana for leading community design and educational workshops.

IT Support Intern | *MESTI* Feb 2015 – Aug 2015

- Resolved operating system issues for government staff, maintaining 99% uptime for critical systems.
- Monitored and maintained local computer networks to ensure secure, stable internet connectivity.
- Advised the Ministry on risk mitigation, password hygiene, and protection against digital threats.

Data Entry Officer (National Service) | *NHIS* Sept 2016 – Aug 2017

- Managed data entry for health insurance ID card production with 99% accuracy.
- Reviewed large client datasets, identified errors and inconsistencies, and ensured data accuracy
- Maintained administrative records and coordinated dispatch of official correspondence.

KEY PROJECTS

- **Miss Emerald Ghana (Pageant Voting App)**: Coordinated the design and development of a high-performance voting platform serving hundreds of concurrent users.
- **GES Student Data Entry**: Coordinated and managed student data uploads for the Ghana Education Service system, achieving 99% data accuracy.
- **Online Ordering System**: Built a customizable ordering platform that reduced manual social-media order processing and streamlined customer orders from checkout through fulfilment.
- **AIT Academy Platform:** Developed and maintain an online learning and remote-work platform helping learners across Ghana and West Africa build practical digital skills and access remote job opportunities.

EDUCATION & CERTIFICATIONS

- **BSc. Information Technology** - Kwame Nkrumah University of Science and Technology (KNUST), May 2022, CGPA 3.024
- **Professional Diploma in IT** - Ghana Institute of Management and Public Administration (GIMPA), Sept 2014, GPA 3.871
- **Certified Phishing Prevention Specialist (CPPS)** - Hack & Fix, Dec 2025

REFEREES

- **Mr. Fianyo Alfred** (Bisame Marketplace): 0554-572-904
- **Mr. Obeng Richard** (National Health Insurance Scheme): 0246-094-749
- **Mr. Quacoo Prince** (Ministry of Environment, Science, Technology and Innovation): 0543-393-300