

JOSHUA APOLLOS MATON

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PREFERRED STATE:

PROFILE:

Inquisitive computer engineering specialist with 8+ years of experience. Looking to leverage strong hardware & software skills

- Led a team of 4 coders at Near East University Mechatronics Club.
- Delivered projects with 15% fewer errors than other teams.
- Trained 25 students with amazing computing skills.

I am an open-minded, ambitious person with a clear, logical mind and practical approach to problem solving, with a drive to see things through to completion. I have gained eight (8) years' experience in data collection, logistics, training administration, and Computer Hardware and Software Maintenance. I am eager to learn and enjoy overcoming challenges.

WORK EXPERIENCE:

NATIONAL YOUTH SERVICE CORPS (NYSC)

March. 2022 - March. 2023

West Africa Examinations Council (WAEC) – Kawo, Kaduna State

Responsibilities:

- Coordination and briefing of WAEC examination to principals and examiners.
- Delivery of Codes & Exams materials to various custodians.
- Retrieval of scripts and delivery of scripts nationwide.
- Data entry for registered secondary school around Kaduna state.
- Collecting contact info of all School and submitting questionnaires.
- Ensure that questionnaires have been thoroughly checked and completed.
- Submit completed questionnaires and other equipment used in fieldwork to the research supervisor and will, if required to do so, compile findings in a format required by the program
- As part of each assignment, participated in briefings; carry out data collection, data entry and/or reporting.
- Recognize and give account of problems in obtaining data and provide useful feedback from field research activities.

FIELD DATA COLLECTOR

January 2021 – February 2022

Management Science for Health - SMC Kaduna Campaign

Responsibilities:

- Enumerates households in each selected settlement in each ward using Survey CTO
- Carried out data collection in sampled households, including obtaining written consents, administering interviews with heads of households and women 15–49 years old, collecting ITN physical integrity data by collecting data on each net owned by the household.
- Proper care of the mobile device issued for data collection, and ensures the device's battery is kept charged.
- Uploads of the data to the server at the required frequency according relevant guidelines.
- Ensure confidentiality of respondents' personal data during and after interviews.
- Report to the team leader any issues and helps to solve problems.
- Ensures accurate review, validation and submission of electronic data.
- Responsible for ensuring that activities of data collectors are carried out while observing COVID-19 prevention measures and keeping respondents' data confidential.
- Writes a short report on the team's achievements, encountered challenges and recommendations.

COMPUTER INSTRUCTOR

November 2019 – January 2021

ThroneRoom Cruise Nigeria Ltd - Plateau State

Responsibilities:

- Handle major topics in Computer Application like Introduction to Computer, Microsoft Word, Excel, Power Point, Corel Draw, Photoshop and Internet (Networking).
- Develop tutorial materials in their simplest forms for easy assimilation by students or tutees.
- Carry out evaluative functions to help ascertain areas of weaknesses of students and assist them overcome them.
- Collaborate with other parties, such as parents and school management team to create a better learning time and environment.
- Encourage, support, and challenge students to meet up with their computing targets
- Help get students prepared for tests and exams.
- Note the performance of the students/tutees.
- Engage students in extracurricular activities needed for their general academic development.
- Ensure that the learning environment is kept clean and conducive before, during, and after each session.
- Help students overcome the computer phobia inherent in the minds of students and tutees.
- Take Attendance.
- Help put through the students on analytical thinking and problem-solving skills in all the Computer Application Courses

EDUCATION

SCHOOLS ATTENDED WITH DATES:

- Corona Primary School Bukuru 2002 - 2007
- TCNN Staff Secondary School Bukuru 2007 - 2013
- National Centre for Remote Sensing Consult (NCRS) 2014
- Near East University (NEU) North Cyprus 2015 – 2019

QUALIFICATIONS OBTAINED WITH DATES:

- First School Leaving Certificate (Corona Primary School) 2007
- Senior School Certificates SSC (WAEC & NECO) 2013
- Diploma in Computer Maintenance (NCRS) 2014
- BSc Computer Engineering (NEU) 2019
- National Youth Service Corps (NYSC) 2023

PERSONAL SKILLS

- Sound proficiency in Microsoft Word, Excel, PowerPoint, Outlook etc.
- Proficiency in data software (ODK, Survey CTU, Kobo Collect etc.)
- Web Developer (React.js, HTML, JavaScript, CSS)
- Hardware and Software Maintenance Skills
- Excellent skills in facilitation, team building, and coordination
- Excellent report writing and technical writing skills
- Ability to work in a complex environment with multiple tasks
- Information gathering and information monitoring
- Self-motivated and target oriented.
- Excellent oral and written communication skills.
- Ability to meet high reporting schedule.
- Good interpersonal skills.
- Excellent team player.
- Basketballer
- Always ready to learn new things in all areas of concentration.

PERSONAL DATA:

- Date of Birth **28th November, 1995**
- State of Origin **Plateau State**
- Sex/Marital Status **Male/Single**

LANGUAGES SPOKEN:

- English
- Hausa
- Turkish

HOBBIES:

- Basketball
- Listening to Music
- Driving
- Gaming
- Travelling
- Socializing
- Reading
- Rendering Service to Humanity

REFEREES:

Available on Request.