

**Jubilee Akputa**  
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832-416-9316

## EDUCATION

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**Texas Tech University**, Lubbock, Texas **August 2024**  
*Bachelor of Science in Mathematics*  
Minor in Technical Communications

## EXPERIENCE

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**Blujé Marketing**, Remote/Contract **August 2022 – Current**  
*Web Developer/Designer*

- Designed, built, launched, and maintained 8 professional websites for small business owners using WordPress, Figma, UX Design, HTML, CSS, and JavaScript
- Resolved client technical issues using analytical problem-solving and strong technical writing skills.
- Educated small businesses on information security standards and best practices.

**Texas Tech University**, Lubbock, Texas **February 2021 – August 2022**  
*Information Technology Technician/ Programming Assistant*

- Proficiently managed and maintained 10+ SQL databases containing confidential institutional data, ensuring information security and accessibility for authorized personnel.
- Utilized strong written and oral communication skills, to manage multiple tasks and ongoing projects with tight deadlines.
- Worked with team members and staff to remedy 1000+ compromised account incidents.
- Updated and maintained over 40 knowledge base documentation.

**Texas Tech University**, Lubbock, Texas **February 2021 – October 2021**  
*Entry Level Help Desk Analyst*

- Resolved more than 30+ issues daily using Information Technology skills, research, and experience.
- Provided daily technical support for e-mail, networking connectivity, system maintenance, account management, account security, and software/hardware issues using Active Directory.
- Participated in training university students, faculty, and staff to identify phishing attempts.

## SKILLS

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- Technical Skills
  - Troubleshooting, Python, C, SQL, Tableau, Microsoft Office 365, HTML, CSS, JavaScript, PHP, Figma, WordPress, Active Directory, FootPrints

- Soft Skills
  - Problem Solving, Creative & Analytical Thinking, Teamwork, Time Management, Verbal & Written Communication