



MITCHELL PAYE

DESKTOP PUBLISHER, GRAPHICS DESIGNER,
WEB DEVELOPER/DATA ANALYST
Data Analyst (Excel & SQL)

Personal Profile

Date of birth: February 10, 2000
Gender: Male
Place of birth: Karnplay City
County of Origin: Nimba
Nationality: Liberian
Religion: Christianity
Occupation: Data Analyst,
Desktop Publisher & Graphic
Designer, Bible and Math Quizzer

Languages:

English (100%) French (50%),
Spanish (Beginner Student)



+231881244361/776062914



mitchell2000paye@gmail.com

Git Hub Repository;
User name: cogito100

More About Me

I am humble, faithful and easy to work with, quick to learn and apply or kinesthetic learner. I am time conscious and able to execute task in time. Also, I am an instinctive member of United Liberia Inland Church ULIC from birth. Additionally, I am Tech, Math & Science Enthusiast.

2025:

Certificates in:

Python for Data Science, Real time Experience (Udemy)
Complete Django Rest Framework Bootcamp (Udemy)
Cryptocurrency Creation like Bitcoin, (Udemy)
NumPy For Data Science, Real Time Experience (Udemy)

2025

Training in Autodesk TinkerCard &
Arduino Programming, Orange Digital Center, Mon-Lib.

2025

Certificate of Participation

Career and Leadership Development Training
Starz Students Leadership, Starz University, Monrovia-Lib

2024:

Course: Database Administration (BIT)
Junior Student, Starz University, College of
Science and Technology, Airfield Sinkor, Mon-Lib

2024:

Certificate, Data Analysis In Excel and SQL
Orange Digital Center, Monrovia Liberia

2021/02/07:

High School Graduate with WASSCE
(Online Result), United Liberia Inland
Church Academy (ULICA- Ganta)

2020/2021:

Certificate of Award (Best Answerer Quizzing
Competition (ULICA-Ganta)

Work Experience

2016/up to date: **Desktop Publisher & Graphic Designer**

J. B. Printing Point, LPMC Bypass
Gompa City, Nimba County

2022/presents: **Volunteer Desktop Publisher, Graphics Designer**

& Website manager; African Women for Jesus to
all Nations (AWJAN), Paynesville City, Liberia
www.africanwomenforjesus.org

2019 – 2021

Business Manager

One Faith Credit Union (OFCU), Liberia
Headquarters, Gompa City, Nimba County

2018 – 2019

Served as Math Teacher Assistant

at Bain-Garr
Educational District # 2 Nimba County, Grade 12 General
Studies Class offered by MOE.

Leadership

Founder, Building Youth Mind for Academic Improvement Organization (BYMAI) 2019. Served as Instructor for incoming apprentice at J.B. Printing Point Ganta 2016, Liberia. Also served as Quizzing Captain at the United Liberia Church Academy Ganta. And Currently supervising as Graphics designs & Website manager for African Women For Jesus To All Nations (www.africanwomenforjesus.org).

Founder and IT Consultant at Global IT Consultant Company URL:

Official Website: www.gitcc.com

Project: www.hospital.gitcc.com

Objective

- I have substantial experience in **Data Analytics/Graphics Designing and Web development** work. I am a good communicator, and I know how to complete a customer's requirements to make the best potential results for them every time.
- Looking for the posts of **Data Analyst/Graphics Designer/Website Manager** in a company where I will work hard and try to provide best offers to the customers.
- I have the essential qualifications and skills for the position of desktop publisher as well as the essential experience. I therefore consider that what I have to present will be great advantage to the company
- I have great opportunity to work with reputed company where I will work with expert team to explore my knowledge.

Skills

- Fast Typer
- MySQL Database management system, HTML, CSS and JavaScript programming
- Photoshop designing
- Excellent Communication
- Able to take decisions
- Knowledge of word, excel, PowerPoint and MS-Office
- methods for maximizing the successful distribution and manufacture of digital products.
- Ability to manage graphic Elements
- Ability of 3D design with Autodesk TinkerCad
- Ability to conduct and cover events as a Media Specialists.
- Ability to cover and produce events documentary videos

Duties & Responsibilities

My obligation as a publisher generally requires that ability to do acceptable and preferably superior work in the following areas:

- ✓ Coding Simple HTML, CSS and bit of JavaScript Website for organization
- ✓ Building database for entity using SQL lite, Mysql
- ✓ Create and format placemats, flyers, newsletters, brochures, and more.
- ✓ Use company templates and custom designed PowerPoint layouts.
- ✓ Import copy and graphics into design templates.
- ✓ Design graphics for traditional and online advertising, social media, and promotions.

References

For more information concerning my work experience and skills, below are personalities who have given me the audacity to use them as my references:

1. Mr. James B. Beahn
Proprietor, J. B. Printing Point
LPMC Bypass Community, Gompa City, Nimba County
Cell#: 0886253350

2. Pastor Z. Jeremiah Leama
Junior Pastor of United Liberia Inland Church (ULIC Ganta Central)
Ganta City, Nimba County
Cell# 0886230561