

B. Massa Weeks

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SUMMARY

Dynamic and results-driven IT professional with over 12 years of extensive experience in ICT team leadership, technical project management, and service delivery. Proven track record as an IT Director, demonstrating expertise in systems implementation and driving digital transformation initiatives that enhance operational efficiency and productivity. Highly skilled in various technologies including software engineering, server/OS management, and database technologies, coupled with strong budgeting and financial management capabilities. A collaborative team player who thrives in fast-paced environments, embracing change while continuously seeking innovative solutions. Recognized for creating strategic technology plans that align with organizational goals, leading to significant cost savings and increased revenue. Possesses exceptional communication, problem-solving, and leadership skills, enabling effective collaboration and support for diverse teams. Committed to leveraging technology to foster growth and improve organizational performance, while cultivating a positive image in every role undertaken.

EXPERIENCE

Director, ICT | Ministry of Gender, Children & Social Protection

09/2017 to Present

- Led the design and implementation of IT systems that enhanced operational efficiency by 30% across the Ministry
- Developed robust security protocols that decreased data breach incidents by 50%
- Managed a diverse team of 3 IT professionals to complete all projects on time and under budget, achieving a 95% satisfaction rate from internal stakeholders

Chief Executive Officer | Girls In Technology Liberia (GITL)

02/2019 to Present

- Led strategic planning initiatives to expand Girls In Tech Liberia, increasing program reach by 50% within two years
- Developed and launched technology training programs that empowered over 300 young women with essential digital skills
- Fostered partnerships with local organizations and sponsors, securing \$150,000 in funding for sustainable growth and community impact

Assistant Director, ICT | Ministry of Gender, Children & Social Protection

01/2017 to 09/2017

- Led a team of two IT technicians, ensuring 99% system uptime and efficient IT operations
- Enhanced the Ministry's online presence by redesigning and managing the website, resulting in a 30% increase in user engagement
- Collaborated on strategic IT projects, contributing to a 25% improvement in workflow efficiency across departments

IT Assistant | Plan International

09/2016 to 01/2017

- Provided timely technical support for Outlook, printers, and connectivity issues, enhancing user productivity by 30%
- Managed and maintained LAN/WAN networks, resulting in a 25% improvement in system reliability across the organization
- Conducted daily system backups and monitored security software, ensuring 100% data integrity and disaster recovery readiness

Communication & Advocacy Officer | Liberia Immunization Platform (LIP)

02/2015 to 06/2015

- Maintained and updated the organization's website, ensuring 100% accuracy of information for stakeholders
- Created and published monthly newsletters, showcasing program achievements and increasing readership engagement by 30%
- Collaborated with media outlets and executed advocacy campaigns, boosting public awareness of immunization initiatives by 45%

IT Officer | ADRA Liberia

03/2013 to 12/2013

- Evaluated and enhanced IT systems, achieving a 25% improvement in performance and efficiency
- Provided expert troubleshooting support to staff, resolving 95% of issues on first contact
- Managed network infrastructure and implemented the SunPlus system, resulting in streamlined data management and improved operational workflows

Computer Instructor and Website Developer | Smythe Institute Of Management and Technology

01/2014 to 09/2014

- Instructed over 25 students in foundational programming, boosting their coding skills and technical confidence
- Developed and launched the institute's website, enhancing online accessibility and reducing page loading times by 30%
- Collaborated with faculty to integrate technology into the curriculum, resulting in a 25% increase in student engagement

Computer Instructor | Adventist University of West Africa (AUWA)

09/2012 to 03/2013

- Instructed over 30 students in Introduction to Computers, improving their IT skills through customized lesson plans and practical sessions
- Developed engaging course materials, resulting in a 20% increase in participation and comprehension
- Provided personalized feedback on assignments, helping students align their career paths with industry demands

IT Manager | Liberia SDA Conference

11/2011 to 12/2013

- Planned and managed daily IT operations, enhancing issue resolution speed by 30%
- Developed and implemented policies that improved response times by 25%
- Upgraded computer systems and software, ensuring 99% uptime and user satisfaction
- Maintained relationships with vendors to ensure timely support and service delivery
- Provided efficient IT support to over 100 staff members, reducing disruptions by 40%

EDUCATION

Master of Science in Software Engineering | Obafemi Awolowo University

2021 to 2021

Specialized in systems design, development, and implementation, enhancing my ability to deliver robust software solutions. Completed projects that improved system efficiency by up to 30%, demonstrating my commitment to excellence in the field.

Project Management | Udemy

2023 to 2023

Completed a comprehensive online course in Project Management through Udemy, focusing on key principles, methodologies, and best practices. Developed skills to effectively initiate, plan, execute, and close projects, enhancing my ability to manage time, resources, and budgets efficiently. Gained practical knowledge to lead teams and deliver projects that meet stakeholder expectations and drive organizational success.

PGD. Information Technology | Amity University

2014 to 2017

Completed a Postgraduate Diploma in Information Technology from Amity University. Specialized in IT management and strategic planning, acquiring practical skills in optimizing technology use in organizations. Gained insights into industry trends and best practices to drive efficiency and innovation in IT projects.

BSc. Information Technology | Valley View University

2011 to 2014

Earned a Bachelor of Science in Information Technology from Valley View University, where I gained a strong foundation in core IT concepts and practical applications. Developed hands-on skills in programming, network management, and database systems through extensive coursework and projects. Graduated with a solid understanding of technology integration and problem-solving in real-world scenarios.

SKILLS

Systems Design and Implementation

Digital Transformation Initiatives

Budgeting and Financial Management

Team Leadership and Collaboration

Stakeholder Relationship Management

Technical Support and Troubleshooting