

## **Octavia Olivia Sumailah**

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### **EDUCATION**

- January 2018 – 2020
- Master of Science in Applied Information Technology GPA 3.84  
With Cyber Security Concentration  
George Mason University, Fairfax, Virginia, United States
- May 2018 - December 2018  
Academic English GPA 3.82 and Graduate Pathways Program Applied Information Technology GPA 3.43  
George Mason University, Fairfax, Virginia, United States
- September - 2008 - December 2012  
Bachelor of Science (Hons) Information Systems GPA 3.18  
Institute of Public Administration and Management (I.P.A.M - University of Sierra Leone)

### **PROFICIENT SKILLS**

- Strong communication skills acquired through extensive customer service experience.
- Demonstrated leadership qualities.
- Strong understanding of team dynamics and group success.
- Installed hardware devices, software applications, configured and troubleshoot networks etc.
- Programmed using basic java and java script.
- Advance knowledge in database management system
- Designed database using Structure Query Language and Microsoft Access

### **PROFESSIONAL EXPERIENCE**

Instructor

iD Tech (Summer Camp Falls Church) June 2019 – August 2019

Vice President Science and Technology 2019-2020 Academic Year

Graduate and Professional Student Association (GAPSA) George Mason University, Fairfax, Virginia, United States

Assistant ICT Officer September 2013 – September 2014

Office of the President (Office of the Chief of Staff), Freetown, Sierra Leone

- Installed, configured, and maintained Company's workstations at all locations
- Maintained LAN/WAN projects at outlet offices and ensured immediate response upon request.
- Advised management of potential risks that may impact on customer base and the operating environment
- Installed operating systems including Linux and Mac OSX.
- Relocated computers, printers and connected them to the network.
- Performed basic troubleshooting

Clients Engagement Staff July 2009 – December 2010

Insight Technologies, Freetown, Sierra Leone

- Mediated between customers and the business
- Supported customers with basic installation of hardware, software and networking components to meet their needs.
- Conducted diagnostic reviews and produced error reports as requested by customers in order to identify and correct any problems
- Designed activity and inventory databases using Microsoft Access

### **CERTIFICATES AND TRAININGS**

- 08 /2017 - 09 /2017 Tech Advance A+ Certification Training George Mason University
- 03/2017 Oracle Database: SQL Fundamentals 1
- 02 - 2016 CompTIA Networking Plus Certificate
- Front-End Web Development Udacity Online: In October 2015, I participated in an online web development course that lasted for three months.