

DIANA DEDE DAGADU

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PROFESSIONAL SUMMARY

I am a diligent and resourceful engineer with a growing interest in front-end software development. I have a good understanding of web development, UI/UX design, Project Management as well as expertise in data analytics and business intelligence. I am well versed with the use of Power BI to load and transform data, perform data modelling and analysis, and create coherent and visually immersive insights for making informed business decisions. I also have the ability to use HTML, CSS and JavaScript to design simple and beautiful websites.

PROFESSIONAL EXPERIENCE

Triple D Deliveries

June 2020 – April 2021

Logistics and Client Services Executive

- Using Power BI to create business insights and reports based on weekly and monthly delivery data. Managing a dashboard to communicate KPIs to senior management.
- Implementing the use of Microsoft forms and Power Automate for delivery bookings which has increased the rate of customer orders by more than 20%.
- Conceptualizing a simple and user-friendly delivery booking app using Microsoft Power Apps. This is expected to increase profits by 25-35% for the company.
- Continuously studying the market demand, understanding, and mitigating business risks and accessing opportunities to drive profitability and cash flow.
- Planning logistics schedules of all items and packages and coordinating deliveries and errands daily.

PROFESSIONAL DEVELOPMENT

Agile Pro Consult

February 2020 – Present

Project Management Fellow

- Learning Path:* Project Initiation and Planning, Stakeholder Management, Scheduling, Budgeting, Procurement, Earned Value Management, Project Risk Management.

German Institute of Business & Technology

Oct 2020 – Feb 2020

Business Intelligence Fellow

- Provided insights and recommendation from Ghana's hospital data on where to build hospitals and effectively position them. Developed a wireframe using Adobe XD to conceptualize a data product (web app) which provides access these insights.
- Worked with a team to build a delivery app with a great User Interface to resolve communication issues between Triple D Deliveries and their partner vendors.

LEADERSHIP AND VOLUNTEER EXPERIENCE

President, Mass Theatre UMAT

August 2017 – May 2018

- Managed a group of 35 student dancers, drove student engagement and coordinated all dance schedules. Effectively collaborated with other executives to organize about 5 programs on campus with over 100+ student attendance.

Volunteer, Rotaract club of UMaT

August 2016 – May 2018

- Worked with a group of students to organize 6+ clean-up exercises, blood donation programs, lessons for students.

Member, Women in Digital Spaces

October 2020 – Present

- Working with women from different parts of the world to build connections and grow in Digital & Tech Careers.
- Empowering growing girls to choose STEM careers and impact the world.

CERTIFICATIONS

- Microsoft Certifications:** [Power Platform Fundamentals](#), [Microsoft Power App Maker Associate](#)
- Rice University:** [Engineering Project Management](#)

SKILLS AND EXPERTISE

- Technical skills:** HTML, CSS, Ms Power BI, Github, Ms Power Apps, Java Programming, JavaScript, Project Management Ms Excel, Data Analytics
- Soft Skills:** Effective Communication, Time Management, Business Etiquette, Critical Thinking, Design Thinking
- Interests:** Volunteering, Mentorship, Storytelling, Swimming, Event Planning, Painting and Designing