

MONDAY SAMUEL ARCHIBONG

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Objective

Willingness to Learn Highly willing to learn new tools, systems, and work processes. Open to training and self-improvement, with a strong interest in developing valuable remote work skills and gaining professional experience.

Experience

- **Hartford hotel** 2024 - 2025
  Porter
  - Assisted guests with carrying luggage to and from their rooms.
  - Welcomed guests and provided friendly, professional assistance.
  - Helped guests with their requests and directed them to the appropriate hotel facilities.
  - Assisted with moving guests' belongings and maintaining a clean, organized entrance.
  - Worked with other hotel staff to ensure guests received excellent service.
- **Sytech** 2025 - 2026
  Junior Web Developer / Technical Support
  Assisted in developing and maintaining web-based solutions.
  Handled backend functionality including form processing and email automation using PHP Mailer.
  Supported project development and troubleshooting for technical systems.
  Communicated with team members to resolve technical issues efficiently.

Education

- **River State University of Science and Technology**
  B. Eng. in electrical and electronic engineering (in progress)
  Second class upper

Skills

- Client communication and online support
- Emails and inbox management
- Task Organization & Scheduling
- HTML5, CSS3, JavaScript
- Responsible and dependable
- Fast learner
- Patient and adaptable
- Able to work with minimal supervision

Interests

- Virtual Assistant
- Online Support Assistant
- Customer Support
- Data Entry
- Technical Support

- Beginner Remote Tech Roles
- Admin assistant

Additional Information

Communication skill

Good written and verbal communication
Respectful and professional interaction with people
Ability to explain ideas clearly
Willingness to listen and learn from feedback
Comfortable communicating online through email and messaging platforms