

# Daniel E. Rogers

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## Operations & Community Coordinator

Operations and community coordinator with a track record of keeping things organised, people informed, and programmes running smoothly across nonprofits, tech communities, and remote teams. I bring a systems mindset to administrative work, meaning I don't just manage tasks, I look for ways to make them more reliable and less stressful for everyone involved. I care deeply about Africa's place in the global tech conversation, and I'd love to contribute that care to a team doing meaningful work in that space.

### TECHNICAL SKILLS

| Operations & Admin                                                                                                               | Communications & Content                                                              | Productivity & Collaboration                              | Web & Digital                                     | Soft Skills                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-----------------------------------------------------------|---------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| Scheduling, event logistics, inbox management, process documentation, operational playbooks, contract and grant tracking support | Social media management, content calendars, Canva, Figma, Adobe Photoshop/Illustrator | Notion, Google Workspace (Docs, Sheets, Drive), Git, Jira | WordPress, Google Analytics, Shopify, Squarespace | Highly organised, proactive, collaborative, remote-work experienced, detail-oriented, community-driven |

### EXPERIENCE

#### Learner Hub Coordinator (LCE Intern) — Operations & Community

OCT 2025 – MAY 2026

ALX Ghana · Accra, Hybrid

- Coordinated end-to-end logistics for community events serving 2,000+ learners, consistently achieving a post-event satisfaction score of 89%.
- Co-led a cross-border community initiative between Ghana and Nigeria, managing learner matchmaking, expert session scheduling, and all communications from start to finish thus connecting 100+ participants across two countries.
- Designed and maintained a shared content calendar across departments, eliminating scheduling conflicts and ensuring aligned, timely communications across all teams.
- Documented operational playbooks and onboarding processes for a community club system ahead of its April 2026 launch, creating a structure designed to scale without losing the human touch.
- Built and maintained a Notion-based internal knowledge base that centralised programme resources, policies, and operational information giving 2,000+ learners a single place to find what they needed.
- Sourced and evaluated platforms for event space booking and meeting room rentals, reducing the back-and-forth involved in internal logistics coordination by standardising the process.
- Managed shared social media accounts and produced branded content aligned with ALX Africa's marketing campaigns, contributing to consistent community engagement week-on-week.

#### IT Consultant (Contract) — Operations & Event Coordination

OCT 2024– MAY 2025

Assist Concierge · Accra, Hybrid

- Managed event budgeting and financial tracking for 3 major community events using Google Sheets, overseeing cost planning, expense tracking, and reconciliation end-to-end.
- Streamlined administrative and communications workflows, cutting manual coordination time for event and client operations by an estimated 40%.

- Led end-to-end planning and execution for 3 major community events — handling scheduling, logistics, registration, and stakeholder communications — boosting overall event engagement by 60%.
- Co-organised the Bethlehem Stars charity programme, coordinating logistics and creative direction to support 150+ underprivileged youth.
- Managed social media accounts and produced branded materials across platforms, maintaining a consistent and mission-aligned presence for the organisation.

## Freelancer — Automation, Integrations, Web Development & Branding

2024– PRESENT

Dretek Innovations · Accra, Remote

- Executed technical SEO for Jaser Al Noor, a Dubai-based real estate company, implementing on-page optimisation, structured data, and technical fixes via programmatic tooling.
- Built 5+ websites and internal tools with Python/Django and JavaScript to automate business operations and client management.
- Automated post scheduling and social media content pipelines, reducing manual publishing effort and ensuring consistent campaign delivery.
- Designed a partnership deck template for ALX Africa, standardising how the organisation presents collaboration opportunities to prospective partners.
- Created brand identities and automated asset generation pipelines for 5+ startups across tech, fashion, and education.
- Led end-to-end branding and marketing for 3 major community events, boosting engagement by 60%, including a mental health campaign with GRASAG.
- Designed digital assets (flyers, banners, social posts) for ALX Ghana Marketing Campaigns to drive enrolment and community awareness.

## Media Monitoring Personnel (National Service)

JUNE 2023– SEP 2024

Ovaview Media Monitoring & Analysis · Accra, Onsite

- Managed the daily processing of print, TV, and radio content across 8+ sectors including Mining, Agriculture, Telecoms, and Banking ensuring accurate and timely turnaround for client-facing reports.
- Supported media reporting and data organisation for high-profile clients including AngloGold Ashanti, Chamber of Mines, and ENI, contributing to reports that informed executive-level decisions.
- Helped onboard a new sorting and cropping workflow that improved processing accuracy and reduced errors across the team.
- Contributed to desk research for a national study on adolescent girls' representation in Ghanaian media, supporting a project with real policy implications.

## Graphics Intern — CSR Department

JAN– FEB 2023

EIB Network · Accra, Onsite

- Created branding for Save a Soul Foundation, boosting social media visibility.
- Developed presentation assets and marketing materials for CSR programmes, enhancing donor engagement and internal alignment.

## Software Developer / Administrative Intern

JAN 2021 – DEC 2022

Accra Institute of Technology · Accra, Onsite

- Scripted workflow automations in Python that reduced admin overhead by 40%, eliminating repetitive manual processes.
- Built an internal web tool for online lecturer evaluation using Django and JavaScript, improving monitoring and performance visibility by 30%.

- Developed a library management system handling open-access learning materials for 1,000+ students.
- Maintained version control across development projects using Git, supporting code review and iterative deployment.
- Assisted final-year students with project planning and technical documentation, implementation and quality assurance checks in the CS and Engineering department.

## Academic Tutor

OCT 2020– DEC 2022

Accra Institute of Development · Accra, Onsite

- Led tutoring sessions in computer engineering, improving peer exam scores by 20%.
- Assisted revision classes for programming, reducing repeat rates in MATH105, PHY101, and CS102 by 15%.
- Mentored on project development, boosting final-year project submissions.

## — EDUCATION —

### Beng. Computer Engineering

Accra Institute of Technology

Completed Capstone Project and 72 Credit Hours

## — CERTIFICATIONS —

Graphic Design (ALX) · Content Creation (ALX) · AI Career Essentials (ALX) · Founders Academy (ALX)

## — PROJECTS —

**HubSync — Learner Data Pipeline | Django, Python, Google Sheets** — Automated ingestion, cleaning, segmentation, and organisation of learner data by cohort and initiative, triggered as soon as a downloaded data file is dropped into a sheet. Wrote full technical specifications and system architecture documentation to support future development and team handoff. **Designed to evolve into a full hub operations platform, integrating the attendance system, CSAT tracking, and initiative dashboards into a single source of truth for 2,000+ learners.**

**AI Award Vetting Platform Python, AI/LLM Integration** | Built for an external client organisation to validate and score 100-500 contestants across diverse award categories using AI. Automated the evaluation pipeline, reducing manual review time and improving scoring consistency and objectivity.

**Student Performance Predictor | Python, Machine Learning** - Prediction model forecasting student performance using GPA, attendance, and coursework data (~82% accuracy).

## — REFERENCES —

Available on request.