

TOPE DAVID MATTHEW

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INFORMATION SYSTEMS / IT ADMINISTRATOR / DATA ANALYST

PROFESSIONAL SUMMARY

Information Systems and Data Analyst with a Master's degree in Computer Science and 9+ years of experience across academic ERP environments, enterprise reporting workflows, and IT infrastructure administration. Experienced in identity and access management, data validation and reporting, and systems implementation support, with recent contract delivery in production full-stack development and AI training-data evaluation. Combines structured systems analysis with hands-on automation, documentation, and reliability-focused operations.

CORE TECHNICAL SKILLS

- **Systems & Infrastructure:** Windows Server, Linux, Active Directory, Entra ID, Microsoft 365 Administration, TCP/IP, DNS, DHCP, VLANs, VMware, VirtualBox, Docker
- **Data & Reporting:** SQL/MySQL, Excel (advanced formulas & validation), Google Sheets, Power BI, Microsoft Fabric, ETL automation, data quality controls
- **Automation & Development:** Python, PowerShell, Bash, Git/GitHub, GitHub Actions CI/CD, Next.js, TypeScript, PostgreSQL, PHP, HTML/CSS
- **AI & Data Evaluation:** Rubric & test-design review, LLM evaluation methodology, pytest, ground-truth verification, coverage-gap analysis
- **Operations & Governance:** Access management, systems implementation & UAT, technical documentation standards, process improvement

PROFESSIONAL EXPERIENCE

IT Administrator, Full-Stack Developer & Systems Consultant (Independent)

Aug 2025 – Present

North York, ON (contract engagements remote)

- **IT Administrator and Full-Stack Developer — Anchor Coaching (www.theanchorcoach.com), Remote, Mar 2026 – Present:** Delivered features for a coaching platform serving four user types (administrators, staff coaches, independent coaches, and clients) built on Next.js, TypeScript, and PostgreSQL; fixed a scheduling fault that could let two clients book the same session by moving the safeguard into the database; built the payments and payouts process including coach payouts and a check that fees charged match fees deducted; administered custom domain setup, business email delivery, and scheduled backups; wrote 127+ chapters of role-based user documentation with automated link checking; shipped 300+ reviewed code changes with automated nightly testing.
- **AI Training Data Scientist / Data Analyst — Outlier (OpenClaw Atlas Program), Remote, Feb–Jul 2026:** Reviewed the rubrics and automated tests used to grade AI training data, checking each criterion had one defensible interpretation, flagging tests that passed for only one specific solution or validated their own output, and separating checks a machine can verify from those needing human judgment.
- Standardized staff onboarding and offboarding with account controls across Active Directory, Entra ID, and Microsoft 365.
- Built and maintained small-business network and server infrastructure using Cisco switching, network segmentation, and virtualization, sustaining 99.9% service availability.
- Managed domain and DNS operations for davidoncloud.com, including record lifecycle updates, routing validation, and change tracking.
- Produced technical runbooks and automation scripts for repeatable rebuilds, reducing manual setup effort by an estimated 40%.

IT Systems Support and Computer Instructor

Jan 2024 – Aug 2025

Pures College of Technology – Scarborough, ON

- Supported 250+ students with hands-on lab guidance across laptops, desktops, tests, and project sessions.
- Built and maintained Windows Server/Windows client virtual labs in VirtualBox/VMware, including Active Directory and identity-access practicals.
- Installed and troubleshoot course tooling (VS Code, Eclipse, MySQL, Python/HTML/CSS/JS) plus collaboration and access workflows.
- Ran networking practicals covering VLAN basics, cabling, and connectivity troubleshooting, documenting repeatable lab setups.

Systems & Data Analyst / System Programmer (Head, System Programmer's Office)

Mar 2017 – Aug 2023

Federal University of Technology, Akure (FUTA) – Centre for Continuing Education

- Led the System Programmer's Office single-handedly for 6+ years, owning admissions, examinations, academic records, and identity management for 4,000+ users.
- Migrated result processing from legacy CLI-based Smarty to GUI-based Gradient, reducing turnaround from 3–5 days per programme to same-day and reclaiming 200+ hours annually.
- Processed and validated 800+ student records per cycle using SQL/MySQL querying, reconciliation, and pre-publication integrity checks.
- Provisioned and managed Active Directory users, staff/student portals, and departmental email, overseeing onboarding/offboarding across all Centre departments.
- Built executive reporting in Excel, Google Sheets, and Power BI supporting enrolment planning and programme performance review.
- Provided Tier 1–3 technical support (remote and on-premise) for students, parents, and staff across all departments.

Computer Science (ICT) Teacher

Dec 2014 – Aug 2015

Community Secondary School, Agulu-Awka, Nigeria

- Delivered foundational computer science instruction emphasizing logical reasoning and structured problem solving.

EDUCATION

- Master of Technology (M.Tech.), Computer Science — Federal University of Technology, Akure
- Bachelor of Technology (B.Tech.), Computer Science — Federal University of Technology, Akure

ADDITIONAL PRACTICAL EXPERIENCE

Enterprise-style home lab using Cisco Catalyst switching, VMware/VirtualBox virtualization, and Docker-based support utilities, covering routing, VLAN configuration, IP addressing, DNS, and DHCP in isolated test environments. Actively preparing for Cisco CCNA and AWS/Azure foundational cloud certifications.