



CLASS OF 2012

CV BOOK



The Ashesi Advantage



Ashesi graduates have obtained one of the best liberal arts and computer science educations in the world. They are therefore poised to tackle the real issues of our very complex and challenging world.

They can think through society's intractable problems and solve them. We look to Ashesi's graduates to accelerate with boldness Ghana's journey to a middle income country. They are more than capable of straddling the complex demands of globalization. Ashesi is molding the minds of future leaders of Ghana.



Ken Ofori-Atta, Former Executive Chairman, Databank Group - a Ghanaian based firm providing corporate and public finance advisory services to companies in Ghana and other African countries.



BUSINESS ADMINISTRATION MAJORS

Abigail Nana Yaa Badu

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OBJECTIVE

To find a competitive opportunity in accounting to utilize my capabilities, education, experience, skills and help add value to the organization

EDUCATION

ASHESI UNIVERSITY COLLEGE

Berekuso, Eastern Region

BSc. Business Administration

Expected date of graduation Jun 2012

Relevant Courses

Introduction to Finance
Quantitative Methods

Corporate Finance
Investment

Financial Accounting
International Finance

Holy Child School

Cape Coast, Central Region

Sept 2004 – Jun 2007

WORK EXPERIENCE

Client Service/Teller/Back Office

CAL Bank, Tema

Jun 2011 – Aug 2011

Clients Service Department

- Opening of new clients accounts and CAL Invest Plus
- Registering of clients' cheque books.
- Receiving of complaints and solving them
- Requesting for clients' visa cards.

Cashiering

- Cash Transfer and Western Union Transactions
- Receiving of utility bills
- Cash Withdrawals

Back Office

- Writing of Payment Orders and Bankers' Payment.

Service & Sales Clerk

NYANI & Co. Limited, Accra

Jun 2010 – Aug 2010

- Prepared job cards and technical information report for technicians for after sales support.
- Managed customer relations
- Prepared schedules for the General Manager
- Preparation of cash, sales invoices and balance scorecards.

PROJECTS/RESEARCH

Business proposal

Apr 2010

Designed Marketing Plan for a Hostel

Oct 2010 – Dec. 2010

Analyzed Financial Statement of Danpong Pharmaceuticals Ltd

Nov 2009

CO-CURRICULAR ACTIVITIES

Community Service, Agape Village of Hope International

Oct 2010

Community Service, Rangoon Primary/JSS

Jan 2010

Member of school choir, Ashesi University College

Aug 2009

Pioneer member of ARM, Ashesi University College

Jan 2009

OTHER SKILLS

Proficient with Microsoft Word, Excel, PowerPoint

REFERENCES

Available upon request

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OBJECTIVE

Seeking a challenging career opportunity in Finance or Marketing that meets my capabilities, education and experience in Business Administration while contributing to the growth of the company

EDUCATION

ASHESI UNIVERSITY COLLEGE Berekuso, Eastern Region
Bsc. Business Administration August 2008 –May 2012

Relevant courses

International finance	Investment	Economic	Leadership seminars
Financial Accounting	Corporate Finance	Negotiation	Organizational Behavior
Marketing	Managerial Accounting		

ACHIMOTA SENIOR HIGH SCHOOL Achimota, Greater Accra

WORK EXPERIENCE

Intern Databank June-July 2011

- Bought and sold of shares on behalf of clients
- Sorted out payment vouchers
- Assisted the portfolio manager

Intern PriceWaterHouseCoopers June 2010

- Gathered data on Ghana's insurance industry
- Analyzed Ghana's insurance data
- Computed performance ratios for the industry
- Wrote a report analyzing insurance data in Ghana

Sales Intern Woodin boutique July 2007 – June 2008

- Accra mall, Greater Accra
- Helped customers select and buy products
- Took inventory

PROJECTS / RESEARCH

- Evaluation of Guinness Brewery Limited
December 2009

CO-CURRICULAR ACTIVITIES

Volunteer, Rangoon Community school Cantonments, Accra

- Taught pupils in class six English and Math
- Helped and organized the Ashesi Research Fair April 2009

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OBJECTIVE

To find a very challenging position that would enable me gain experience in my field of interest of Strategic Brand Management and Marketing, while helping the firm to develop and grow its brand

EDUCATION

Bsc Business Administration **Ashesi University College** **Aug 2008 - Date**

Relevant Courses

Economics	Organizational Behaviour	Negotiation and Creative Problem Solving
Marketing	Investments	Strategic Brand Management
Design	Managerial Accounting	Competitive Strategy
Business Law	Operations Management	Service Marketing
Entrepreneurship		

Honours

Dean's list of academic excellence (Minimum GPA required – 3.5)

Aug-Dec 2010

RESEARCH

Organisational Behaviour **Oct-Nov 2010**

Analysed how workspace design can affect employee productivity and how best it can be changed to make the working environment more productive

Operations management (Case Study CHURCHEESE Restaurant) **Jan-May 2010**

Analysed the layout of the restaurant and the subsequent effect on the restaurant's productivity and efficiency

Marketing Created a marketing plan for a laundry service

Strategic Brand Management **May-June 2011**

Created and developed a brand key positioning statement for an ice-cream brand

Investments Analysed and evaluated the stock of Mechanical Lloyd Company Limited

WORK EXPERIENCE

C.E.O. **Eiko Collections** **Oct 2010 – Present**

Create the awareness of the shoes

Carry out market research on the consumers' preferences and use feedback to structure services

Take orders and deliver to customers

Continuously inspect products to for quality

Volunteer **The Generation of Honour Group** **Aug 2011 - Present**

Prepare brand manual for the organization

Research Analyst **PriceWaterHouse Coopers** **Jul 2010**

Researched and gathered data for an insurance industry report

Wrote economic and industry reports on the past and future of the insurance industry

Computed ratios used to analyse the industry trends for report for potential investors

Analysed performance ratios of the industry

Fire and Safety Dept. Intern **Donewell Insurance Company Limited, Ghana** **Jun-Jul 2009**

Prepared renewal letters for mailing

Prepared reinsurance table for clients' petitions to Ghana Reinsurance

Placed and retrieved files for client record keeping

SKILLS AND INTEREST

Good team player with excellent communication Skills; always leads group presentations

Familiar with French; oral and written

Proficient in Microsoft Excel, PowerPoint and Word

Report writing skills

CO-CURRICULAR ACITIVITIES AND LEADERSHIP / COMMUNITY SERVICE

Volunteer teacher, Community Service (Rangoon Primary School, Danquah Circle) **Sept 2009**

Volunteer, Shelter for Abused Children

Oct 2010

Member, African Renaissance Movement, Ashesi University College

Sept 2009-Date

AHMED MOUGHRABI

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OBJECTIVE

To challenge my expertise and knowledge in operations management and assist any competitive firm in achieving its objectives

EDUCATION

ASHESI UNIVERSTY COLLEGE

BSc. Business Administration

Berekuso, Eastern Region

August 2008- Present

Expected date of graduation May 2012

Relevant Courses: Marketing, Operations Management, Competitive Strategy, Strategic Brand management

WORK EXPERIENCE

Sales/Production Intern

Omas Poly Products Ltd.

Accra, Greater Accra Region

May 2010-January 2012

- Sold printed high-density polyethylene film rolls to sachet water producers
- Assisted the production manager in the recording, production and delivery of customers' orders
- Assisted in the purchase, delivery and storage of virgin high-density polyethylene raw materials
- Facilitated the supply of semi-produced film rolls to-and-fro various branches

Production Intern

Star Poly Products

Accra, Greater Accra Region

May 2009- August 2009

- Assisted the production manager in the recording, production and delivery of customers' orders
- Assisted in the purchase, delivery and storage of virgin high-density polyethylene raw materials
- Received and supervised recycling of rejected film rolls

Sales Intern

Space Poly Producer Ltd.

Accra, Greater Accra Region

May 2008- August 2008

- Sold printed high-density polyethylene film rolls to sachet water producers
- Recorded and took stock of daily sales

PROJECTS

- Thesis
The role of marketing in revamping the domestic football league in Ghana August 2011-April 2012
- Competitive Strategy
A business strategy to invest in the domestic airline industry in Ghana December 2011
- Operations Management: New layout strategy for the Ghana Police Hospital April 2011
- Social Research
The deplorable condition of commercial vehicles that ply the Osu-37 road December 2010

OTHER SKILLS

Good problem solving and networking skills

Group leader of the best group in the Social Research fair December 2010

Knowledge in Microsoft Word, Excel and Powerpoint

Fluent in English and Arabic

CO-CURRICULAR ACTIVITIES

Chairperson, Sports Committee

Ashesi Student Council

December 2009- December 2010

Volunteer; Counsellor

Osu Boys Remand Home

October 2010

ACHIEVEMENTS

Sportsman of the Year

Ashesi University College

November 2010

Anne-Marie Blackmore

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OBJECTIVE

To find a challenging position utilizing my abilities in marketing and investment to help local and multinational companies grow.

EDUCATION

BSc. Business Administration

ASHESI UNIVERSITY COLLEGE Berekuso, Eastern Region Aug 2008 – Present

Relevant Courses: Leadership Seminar I, II & III Marketing Investment
 Competitive Strategy Corporate Finance Operations Management
 Services Marketing

General Arts

Akosombo International School Akosombo, Eastern Region Sep 2004 – Jun 2007

WORK EXPERIENCE

Receptionist Dakoma Ventures, Accra Sep 2007 – Jan 2008
Answered phone calls and booked appointments

Voluntary Services Village of Hope Orphanage School, Gomoa-Feteh Sep 2010
Taught Math and English in lower level classes

Research Analyst Tometi Legal Consult (Law Firm), Cantonments Dec 2011- Jan 2012
Prepared a Marketing Plan to attract clients

SKILLS

Intermediate proficiency level – Microsoft programs & French

ACHIEVEMENTS/AWARDS

House Prefect, Akosombo International School
May 2006 – June 2007

PROJECTS/RESEARCH

Marketing Project (Mystery Shopping) Intercontinental Bank Mar 2011
Financial Analysis on Ayrton Drugs Ghana Limited Investment Mar – May 2011
Research on Housing and Space Management Mar – May 2010
Business Proposal for Capital Investment Mar – Apr 2010
Financial Analysis on Fan Milk Ghana Limited Dec 2009

CO-CURRICULAR ACTIVITIES

Member, African Renaissance Movement Ashesi University Sep 2009 – Present
Voluntary Services, Rangoon Camp B, Labone Ashesi University Oct 2009 – Dec 2010
Volunteer, CoFA (College for Ama) Ashesi University Oct 2009

Ato Addei Mensah

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OBJECTIVE

To work in the marketing department of a world class firm where I can help improve the financial standing of the firm with my knowledge and skills.

EDUCATION

Ashesi University College **Accra, Greater Accra**
Bsc. Business Administration **Expected date of graduation: Jun, 2012**

Relevant Courses

Entrepreneurship	Marketing	Human Resource	Investment
Competitive Strategy	Corporate Finance	Financial Accounting	Managerial Accounting
Comparative Politics	Business Law	International Economics	Trade and Finance
Macro and Micro Economics			

Presbyterian Boys' High School **Accra, Ghana**
West African Secondary School Certificate Examination **Business Elective** **Sept 2004 - June 2007**

WORK EXPERIENCE

Basic 3 Tutor **Mount Holly Academy** **Accra, Ghana**
Sept 2007 - Present

- Teach basic Math, Science, Creative Art, English Language and Computer Studies
- Organize pupils during Physical Education lessons both in class and during outdoor games
- Prepare pupils for graduation ceremony

Administrative Assistant **Ellen Chemicals** **Accra, Ghana**
Oct 2007 - Present

- Compile and file official documents for business head's office
- Analyze and compile customer preferences and document accounts for sales and profits
- Draft internal and external letters and memoranda reports.

PROJECTS/RESEARCH

Entrepreneurship **Ashesi University College** **Sept - Mar 2012**

- Developed a business plan for Fresh Foods Market

Financial Accounting **Ashesi University College** **Apr, 2010**

- Developed a business model for a virtual company (laundry business)

Business Plan Development **Ashesi University College** **Nov, 2010**

- Developed a marketing plan for a virtual company (hotel industry)

Investment Research **Ashesi University College** **Mar - May 2011**

- Conducted research on Produce Buying Company (PBC)

Competitive Strategy **Ashesi University College** **Sept - Dec 2011**

- Developed a strategy for a real estate development (hostel facility)

ACHIEVEMENTS/AWARDS

Best Delegate **Family Health Insurance Conference** **Mar, 2010**
General Senior on Duty **Presbyterian Boys' High School** **Jun 2006 - June 2007**

SKILLS

- Adept with Microsoft Office Suite (Excel, Word, Access, PowerPoint)
- Strong oral and written communication skills

CO-CURRICULAR ACTIVITIES

Leader and Participant, Village of Hope School **Community Service Project** **Oct - Dec, 2010**
Member **The Art Factory - Ashesi University** **2010 - Present**

AWURA AKO DONKOR

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OBJECTIVE

To use my excellent communication, creative and management skills to positively grow and contribute to a progressive organization

EDUCATION

BSc. Business Administration **Ashesi University College, Berekuso** **June 2012**

Relevant Courses:

Marketing Project Management Corporate Finance Organizational Behaviour
Leadership Seminars Competitive Strategy Operations Management Social Theory Negotiation

WORK EXPERIENCE

Intern **Newmont Ghana Gold (communications), Accra** **June-August 2011**

- Monitored and distributed daily news via print, electronic and online media to staff and stakeholders
- Analysed media monthly; mapped articles
- Transcribed audios of business reports and speeches
- Wrote company volunteer program backgrounder, fact sheet and media alert
- Captioned and sorted mining site images and Newmont presentations into folders and onto compact discs
- Attended Voluntary Service Overseas forum on Corporate Social Responsibility
- Participated in Newmont Ghana engagements and presentations including sessions with such media houses as Financial Journalists and Youth Bridge Foundation

Intern **University of Ghana (Registry), Accra** **April-July 2008**

- Vetted W.A.S.S.C.E. results for incoming students
- Organized and screened admission forms; data entry

Volunteer **Shelter for Abused Children, Accra** **October 2010**

- Taught mathematics and grammar
- Organised motivational talks
- Worked in a team to raise funds to donate clothes and toys

PROJECTS/RESEARCH

Capstone Project

"Responding to the negative perceptions of mining companies -The case of Newmont Ghana"

OTHER SKILLS

Microsoft Word, Excel, Project, PowerPoint, and Publisher; Good analytical skills; Able to work in teams; Working knowledge of French (both written and oral)

EXTRA-CURRICULAR ACTIVITIES

Executive member of Women in Christ, Ashesi University
Member of Ashesi Community Choir and Ashesi KCF choir

REFERENCES

Available upon request

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OBJECTIVE

Seek a challenging entry-level position that meets my capabilities and help the company meet its business objectives

EDUCATION

Ashesi University College

BSc. Business Administration

Berekuso, Eastern Region

Expected DATE OF GRADUATION June 2012

Relevant Courses

Real Estate Development
Int. trade and policy

Operations management
Competitive strategy

Financial accounting
Marketing

Managerial Accounting
Business Law

WORK EXPERIENCE

Sales Executive

Mudune

Enterprise

Accra, Greater Accra

- Assisted customers with products
- Processed bulk order purchases for clients and ensured distribution
- Entered sales data and inventoried stock and needs

Jul-Aug 2009

Sales representative

Forev

er Living Products

Accra, Greater Accra

- Arranged and delivered client orders or products
- Field Sales representative for company
- Educated customers on the benefit of the products
- Expanded client base for the company by introducing

Jun-Aug 2006

CO-CURRICULAR ACTIVITIES/ LEADERSHIP ACTIVITIES

Volunteer

Elavanyo Basic School, Elavanyo (Ada), Greater Accra

Oct 2010

- Taught the children Math and English and counseled the girls
- Made recommendations to headmaster about improving teaching and learning.
- Wrote proposals for the school and suggested ways to raise revenue

Volunteer

National representative at the MODEL UNITED NATIONS (M.U.N), Accra

Feb 2010

- Helped organize the event
- Represented Libya at the debate

African Reminiscence Movement (A.R.M)

Vice president and treasurer

Foundation for Education & Development (F.E.D)

Sept 2007-Jun 2008

- Managed club and presided over club activities and editorial meetings
- Liaised with visiting key personalities for seminars and events
- Assisted in organizing trips; and organized donations for the needy

PROJECTS/RESEARCH

Industry analysis and company evaluation for Cocoa Processing company

January- May 2011

- Business plan for a chosen business idea(Baobab hotel)

August- December 2010

OTHER SKILLS

- Computer skills Proficient in Excel, PowerPoint , Microsoft Word
- Leadership skills Exceptional leadership skills

Caleb Kofi Morris Darko

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OBJECTIVE

To obtain a full time position in accounting and business management which will enable me apply my skills in contributing to the creative solutions of the organization

EDUCATION

B.Sc. Business Administration **Ashesi University College** August 2008
Expected date of Graduation June 2012

Relevant Courses – International Finance Introduction to Finance Corporate Finance
Financial Accounting Investment Organizational Behavior
Strategic Brand Management

Association of Certified Chartered Accountants December 2007- Present

- Part 1: F1, F2 completed Part 2: F4 completed

WASSCE **Presbyterian Boys Secondary School** September, 2004 – 2007

WORK EXPERIENCE

Personal Assistant to Consultants **Parousia Ventures** Accra, Greater Accra
June – July 2010

- Assisted in organizing and coordinating training programs for consultants
- Recorded and took account of payments made during training systems

PROJECT OR RESEARCH

Research on investment in developing football clubs in Ghana December 2011
Business Proposal – The establishment of a sports apparel shop December 2011

CO-CURRICULAR ACTIVITIES

Midfielder, Ashesi Premiere League (APL) February 2011 – December 2011
Volunteer Teacher, Village of Hope, Gomoa Fetteh October 2010
Volunteer Teacher, Rangoon Basic School, Osu, Accra January 2010 - March 2010

OTHER SKILLS

- Conversant with Microsoft Word, Microsoft Powerpoint and Outlook
- Good Team player – Involved in successful academic group projects
- Good Communication Skills – Involved in academic presentations

David Eyrum Kwame Nyatuame

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OBJECTIVE

To work in a competitive, growing and ethical company environment in the areas of human resources or marketing where I can gain more experience and growth as well as contribute meaningfully to company goals

EDUCATION

Ashesi University College Berekuso, Eastern Region
B.Sc. Business Administration Aug 2008 – Expected Date of Graduation June 2012

Relevant Courses

Human Resource Management	Organizational Behavior	Macroeconomics
Strategic Brand Management	Business Law	Investment
International Trade and Policy	Marketing	

Leadership in Organizations **London School of Economics** Central London, United Kingdom
Aug 2011

WASSCE **Akosombo Int. School** Accra, Greater Accra Region
Sep 2004 - Jun 2007

WORK EXPERIENCE

Supervisor Swiss Palm Guest House, Accra January 2009 - Present

- Organize events and training programs for guest and staff respectively
- Supervise and inspect work done by staff
- Keep accounts and records of daily revenue
- Welcome, receive and interact with guest
- Manage daily activities of staff

Entrepreneurship Chairperson African Renaissance Movement, Accra Nov 2010 – Aug 2011

- Built confidence and nurtured ideas and entrepreneurial drive in ARM members
- Co-developer of the Rangoon students saving fund

Teacher Rangoon Community School, Accra Aug 2008

- Taught leadership, math and English language to basic school students
- Guided and prepared children in class debates

PROJECTS/RESEARCH

Transportation business plan for elementary school children (March 2012)
Organized first speech and prize giving day in Rangoon Basic School (July 2011)
Prepared a marketing proposal for a car rental project (October 2009)
Prepared a competitive strategy for an airline company (October 2011)

CO-CURRICULAR ACTIVITIES

Entrepreneurship Chairperson	African Renaissance Movement	Nov 2010 – Aug 2011
Member, Berekuso Transition Committee	Ashesi Student Council	Nov 2010– Nov 2011
Class Rep, Judicial and Electoral Committee	Ashesi University College	Aug 2008 – Jan 2011
Member, Constitutional Amendment Team	Ashesi University College	Dec 2009
Volunteer Teacher	Agape Village of Hope	Oct 2010
Right back (Soccer)	Ashesi Premier League	Oct 2009 – 2012

OTHER SKILLS

Competent with Microsoft Office

Derrick Darkwah

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OBJECTIVE

A motivated and focused student with experience in administrative and investment management duties looking to intern in the finance and accountancy department of a corporate organization

EDUCATION

Ashesi University

Berekuso, Eastern Region

BSc. Business Administration (Major)

Expected date of graduation: June 2012

BSc. Computer Science (Minor)

Relevant Courses: Investment, International Finance, Operations Management, Financial Accounting, Quantitative Methods, Leadership, Programming Languages, Economics, Finance, Managerial Accounting, Negotiations, Marketing

Achievements:

- Received a four-year scholarship at Ashesi University College
- Enrolled on the Dean's list (May 2011, December 2010, May 2010, December 2009, May 2009)

Achievement: Best Business Student for the year, Nungua High School (2006)

ACCA Level 1 Completed (December 2010)

WORK EXPERIENCE

Investment Analyst

Injaro Investment Limited, Accra

May 2011 – August 2011

- Prepared excel reporting tools for Investee companies
- Prepared investment proposal and carried out due diligence on Investee companies
- Managed company mail accounts on Bluehost and Google platforms
- Analyzed investments in Investee companies and made recommendations to the investment committee
- Made recommendations for achieving corporate goals during Board meetings of investee companies

Instructor

Einstein International School, East Legon

May 2009 – May 2011

- Prepared A-Level and IGCSE students in accounting, business studies and economics
- Introduced Pre- IG students to fundamental business conventions and concepts

Math and Writing Resource Tutor

Ashesi University College

September 2009 – December 2010

- Tutored students to improve their writing skills
- Helped students comprehend mathematical concepts

Computer Laboratory Supervisor

Ashesi University College, Berekuso

January – April 2009

- Maintained computers, printers and furniture in workable shape and ensured accessibility to all students
- Reduced number of dysfunctional equipment by reporting broken-down computers for immediate maintenance
- Ensured compliance to rules and regulations of the computer laboratory

LEADERSHIP AND CO-CURRICULAR ACTIVITIES

- Academic Chairperson: Ashesi University College December 2010 – December 2011
- Community service volunteer, Village of Hope (Gomoa-Fetteh) December 2010
- Member, Ashesi Research and Development Network April 2009 – present
- Pioneering member of the Ashesi Recycling Team
- Conducted survey to assess impact of a community immunization program

SKILLS AND INTERESTS

Proficient in Microsoft PowerPoint, Word and Excel

Good written communication skills

Workable knowledge into Java, C++ and Visual Basic Computing Languages

EFUA KWEIBA QUAYE

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OBJECTIVE

To be able to effectively impart the knowledge, skills and experience I have acquired, to the benefit of a finance-based company.

EDUCATION

Ashesi University College

BSc. Business Administration

Berekuso, Eastern Region

Expected Date of Graduation: June 2012

Relevant Courses

Organizational Behaviour

Economic Development

Investment

Corporate Finance

Business Law

L Leadership

Financial Accounting

Managerial Accounting

Marketing

Wesley Girls High School

West African Senior Secondary Certificate

Cape Coast, Central Region

WORK EXPERIENCE

Investment Managers Ltd (Intern)

Ecobank Ghana

May – June 2011

- Rediscounted Treasury bills
- Learnt the "taking over" of Treasury bills from clients
- Reconciled day-to-day Treasury bills

Volunteer Teacher

Rangoon Camp Primary and Junior High School

June –July 2010

- Taught science, IT and mathematics
- Assisted in sponsoring, planning and judging a debate competition for the pupils
- Motivated and mentored the pupils

Operations Intern(Spring)

Goldman Sachs UK

April 2010

- General exposure to the Operations division and to Goldman Sachs in general
- Developed and presented a group project work on Securities Operations
- Improved upon networking skills suitable for the working environment

Credit Department (Intern)

Banque Sahélo-Saharienne pour L'Investissement et le Commerce (BSIC) Ghana

July 2009

- Followed up on clients who had to pay back their loans
- Learnt about the various credit lines given out to clients

Shop Floor Executive

Ecobank Ghana

June 2009

- Assisted clients (especially illiterate clients) in completing transactions
- Monitored service standards such as opening hours and telephone courtesy
- Obtained day-to-day feedback from customers to improve services

Teaching Assistant (Class 4)

Ghana International School (Junior Section)

September 2007-May2008

- Supported teachers in numeracy, literacy, social studies and art lessons
- Planned meetings for parents and teachers
- Engaged children in extracurricular activities

PROJECTS AND RESEARCH (ASHESI UNIVERSITY COLLEGE)

The impact of women's education on fertility and contraceptive use: study of Berekuso

October 2011

Operations management servicescape and quality: Koala Shopping Centre, Accra

March 2011

Organizational behaviour: Work related attitudes (Akai House Clinic)

November 2010

SKILLS

- Possess verbal and written communication and organizational skills
- Enthusiastic team leader
- Proficient in Microsoft Office: Excel, Word, PowerPoint

EXTRA-CURRICULAR ACTIVITIES

- Member, African Renaissance Movement, Ashesi University College

ENOCH AMON

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OBJECTIVE

To work in a finance department that embraces computer skills and human relations to facilitate and implement the company's trading and sales businesses

EDUCATION

Ashesi University College

BSc. Business Administration

Berekuso, Eastern Region

Expected Date of Graduation: June 2012

Relevant Courses

Calculus, Statistics, Investment, Macroeconomics, Financial Accounting, Quantitative Methods, Introduction to Finance, Negotiation, Multinational Finance, Operations Management, International Economics: Trade & Policy, Corporate Finance, Real Estate Development, Strategic Brand Management, Business Law

WORK EXPERIENCE

Junior Marketing Executive

Vodafone

Accra, Greater Accra

- Marketed and sold Wi-Fi products to real estate developers

June - July 2011

Payroll Solutions Provider

SCG Consulting

Accra, Greater Accra

- Payroll Computation- Determined gross and net pays and other deductions from payroll
- Generated payslips for clients
- Generated and filled all payroll statutory returns
- Generated payroll related management reports
- Advised on tax implication of remuneration package
- Responded to queries from the Internal Revenue Service
- Facilitated payment of taxes and social security funds

June - July 2009

Shop Assistant

Gift Mosaic Ltd

Accra, Greater Accra

- Recorded daily sales of gift items
- Calculated and paid monthly internal revenue tax

October 2007 - July 2008

PROJECTS/RESEARCH

Entrepreneurship

Ashesi University College

Berekuso, Eastern Region

- Developed a business plan for Kiddie Express

January- April 2012

Marketing

Ashesi University College

Berekuso, Eastern Region

- Developed a marketing plan for a water industry

August- December 2010

Research Assistant

Ashesi University College

Berekuso, Eastern Region

- Assisted students from Miami University in collecting and testing water samples from different parts of the capital

June - July 2010

Berekuso 101 Project

Ashesi University College

Berekuso, Eastern Region

- Educated residents on how to explore the agro based opportunities around them

June 2009

Polio Eradication/Immunization Exercise

Teshie Nungua

Accra, Greater Accra

- Conducted research on impact of immunization exercise
- Educated residents on the need for immunization exercises

October 2008

EXTRA-CURRICULAR ACTIVITIES

Community Service (Village of Hope)

Ashesi University College

Gomoa Fete, Central Region

- Taught students basic arithmetic skills
- Helped students develop career goals

October 2010

Ashesi Research & Development Network

Ashesi University College

May 2009 - May 2010

Rotaract Club, Member

Ashesi University College

November 2008 - present

OTHER SKILLS

Computer: MS Word, MS Excel, MS Outlook, MS PowerPoint and Pastel Payroll

Esther A. Anim-Dankwa

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OBJECTIVE

Seeking a challenging position in the human resource department that will enable me to acquire experience as well as apply my teamwork and multitasking skills in this field to help the company achieve its objectives.

EDUCATION

ASHESI UNIVERSITY COLLEGE

BSc. Business Administration

Berekuso, Eastern Region

Expected Date of Graduation May 2012

BRITISH SCHOOL OF LOME

IB Diploma

Lome, Togo

May 2008

WORK EXPERIENCE

Human Resource Intern

Barclays Bank Head Office

May-July 2011

- Assisted in hiring process for new interns
- Collated data
- Corresponded with existing interns

Receptionist (Work study)

Ashesi University College

Sept 2010 –May 2011

- Assisted incoming guests
- Received and transferred calls
- Helped the administrative assistant

Administrative officer

Beza-lel Water and Agro Services Ltd

May-July, 2010

- Assisted in setting up the company's new office
- Kept accounts for interns present
- Served as a link between the interns and management
- Communicated information on work progress to the management

ACHIEVEMENTS

British School of Lomé

Endeavour Award for contribution to the community life

May 2008

Duke of Edinburgh Bronze Award for completion of walks

May 2005

Certification of participation in the school's first ever Triathlon

May 2005

PROJECTS/RESEARCH

Class Project

Ashesi University College

August-December 2011

- Research on the relationship between education and income in Berekuso

Extended Essay

British School of Lomé

August 2007-2008

- Research on Action-Aid international Ghana: The effect of redesigning the organizational structure on motivation, communication and performance

CO-CURRICULAR ACTIVITIES

Ashesi University College

Member, Astrient Women's Foundation

Sept 2008 - present

Member, Ashesi University Kingdom Sanctuary Choir

Sept 2008 - present

Member, Ashesi University Kingdom Christian Fellowship

Sept 2008 - present

OTHER SKILLS

Proficient with Microsoft Word, Excel, PowerPoint

Language: Good oral and written communication skills in English and French

REFERENCES

Available upon request

Eyra Lydie Gnanih

P.O. Box CT 2469 Cantonments, Accra Cell: 233 208596150
gnanih.eyra@gmail.com eyra.gnanih@ashesi.edu.gh

OBJECTIVE

To contribute my knowledge and creative ideas to the corporate world and improve my managerial, entrepreneurial, and financial skills

EDUCATION

Ashesi University College **Berekuso, Eastern Region**
BSc. Business Administration Expected Date of Graduation, May 2012

- Relevant Courses:** Leadership Marketing Organisational Behaviour Managerial & Financial Accounting

Lincoln Community School **Accra, Greater Accra**
International Baccalaureate Aug 2004 – May 2008

WORK EXPERIENCE

Administrative Clerk NY ANI & Co. Ltd Accra, Greater Accra
Jun 2008 - Present

- Prepared job cards for technicians, files, folders, memos, and schedules for the General manager
- Advertised company products to various industries
- Managed their website

Administrative Assistant Busi nessGhana Accra, Greater Accra
Jun - Aug 2010

- Managed activities such as purchase related negotiation between customers and the company
- Field marketing of products to potential customers
- Managed NYANI & Co. Ltd website

Sales & Marketing Assistant NYANI & Co. Ltd Accra, Greater Accra
Jun- Aug 2010

- Designed brochures and flyers and updated database of price list of photocopier machines
- Created letter templates for adverts sent to public and private schools in Ghana
- Received phone calls, messages and transferred them to the right department
- Prepared cash and sales invoices for corporate, and individual clients

PROJECT/RESEARCH

- Thesis on investigating the effect of the public procurement law on the Ghanaian educational sector Aug 2011- Mar 2012
- Competitive Strategy Plan for Domestic Airline Industry Aug-Dec 2011
- Marketing plan for student hostel Nov- Dec 2010
- Business plan development for NYANI & Co. Ltd Apr- May 2010
- Financial statement analysis of NYANI & Co. Ltd Nov- Dec 2009

CO-CURRICULAR ACTIVITIES/ VOLUNTEER EXPERIENCE

Executive Member, French Club, Ashesi University College Oct 2011- Present
Volunteer, Community Service, Agape Village of Hope International Oct 2010
Career Fair Volunteer, Ashesi University College Mar 2010
Executive Member, HIV/AIDS Education Group, Lincoln Community School Aug 2007- May 2008
Participated in the People to People Leadership Summit, Washington DC, USA Jul 2007
Member, Lincoln Community School AIDS group (LCS) Aug 2006- May 2008

OTHER SKILLS

Conversant with Microsoft Word, Excel, PowerPoint, Publisher
Conversant with TOPAZ accounting software
Language: Fluent in French

Festus Akaateba Agoabasa

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Mobile Phone : 0265791898

Ema il : festusakaateba@hotmail.com

OBJECTIVE

A highly proactive and quick learning individual interested and seeking a very challenging position in your company where I can develop and utilize my skills in the area of economic development while contributing to the overall success of the firm

EDUCATION

BSc. Business Administration	Ashesi University College	Berekuso, Eastern Region
	Expected date of graduation	(Jun 2012)
<i>Courses:</i> Negotiation & Creative Problem Solving Operations Management International Trade & Policy International Finance Competitive Strategy Economic Development Investments Micro & Macro Economics Leadership Seminars		

WAEC/SSSCE	Navrongo Senior Secondary	Navrongo, Upper East
<i>Course offered:</i> Agricultural Science		(2002-2005)

WORK EXPERIENCE

Field Supervisor	Tony Horticulture Center, Cantonments	(2009- Present)
<ul style="list-style-type: none">• Lead the design and installation of ornamental plants on sites• Direct the activities and productivity of landscape installation team on-site• Inspect plants/lawn and plant stock to determine conditions and the need for pruning, spraying and mowing• Work closely with manager to project cost estimates for new projects		

Front Desk Assistant:	Ashesi University College, Berekuso	(July –Aug 2010)
<ul style="list-style-type: none">• Answered incoming calls and directed guests to meetings and appointments• Answered phones and respond to inquiries of students and the general public• Worked with staff to organize conference room for meetings		

Library Assistant:	Ashesi University College, Berekuso	(Aug.2009 – June 2010)
<ul style="list-style-type: none">▪ Labelled books using barcodes▪ Entered data on books using library software▪ Helped students locate information and resources▪ Scanned reading and teaching materials		

PROJECTS AND RESEARCH

Conducted research on the impact of curriculum delivery in government senior high schools	(Feb-May 2010)
Analyzed the financial statements of Coca Cola Company Limited	(Sept-Nov 2009)
Collaborated with another student to draw a marketing plan for GILLBT Guest House, Accra	(November, 2010)
Collaborated in a team to create solutions to waste management in Accra markets	(April, 2010)

EXTRA- CURRICULAR ACTIVITIES

Volunteer:	COFA Math and English teaching assistant	(October, 2010)
Member:	Builsa Student Union	(2003 – 2005)

OTHER SKILLS

Proficient with Microsoft Word, Microsoft Excel and PowerPoint
Fluent in English with strong writing and oral communication skills

REFERENCES

Available upon request

George Smith Koomson

PHONE: (+233) 208637788

E-MAIL: smithkoomson@yahoo.co.uk / george.koomson@ashesi.edu.gh

OBJECTIVE

I aim to develop strong critical thinking, creative skills and teamwork as foundations to produce long-term sustainable growth and development for whichever firm I find myself with

EDUCATION

Ashesi University College

Bsc. Business Administration

Berekuso, Greater Accra

Expected date of graduation: May 2012

- Relevant Courses: Leadership, Business Law, Social Research Methods, Design, Marketing, Investments, International Finance & Trade, Economics, Statistics, Quantitative Methods, Negotiation & Creative Problem Solving, Corporate Finance, Entrepreneurship

Mfantsipim School

- WAEC Certificate for General Arts

Cape Coast, Central Region

September 2004- May 2007

RESEARCH

Team Investment Project, Ayrton Drugs Company Limited

March-April, 2011

- Company Valuation: The objective was to advise investors to buy, hold or sell the company's shares.

Financial accounting project, MTN Ghana Limited

September-November, 2008

- Analyzed the company growth over a 5-year period and Investigated areas in which growth was stunted and possible reasons for this. Also, presented report on how the company could maximize profits

VOLUNTEER EXPERIENCE

HelpAge Ghana (NGO for the Aged in Ghana)

March, 2011

- Used Microsoft Excel to collect and sort data related to contributions made by patients

WORK EXPERIENCE

Business Analyst (West Africa)

General Electric (GE)

June-August, 2011

- Helped develop and expand GE Energy business in West Africa by focusing on services marketing and market intelligence
- Provided support for developing a multi-generational marketing strategy in grid integration, SCADA and plant level performance solutions for transmission and distribution in Ghana
- Worked with GE Oil & Gas (West Africa) executives to accelerate GE's presence, market share and reputation in Ivory Coast
- Coordinated and negotiated local and international cooperation projects related to energy with institutions such as GRIDCo, ECG, SMICE, Newmont Gold and Ghana Bauxite Company
- Worked with the commercial development director at GE (West Africa) to establish a partnership with Inter-Afrique and CAF (Caribbean Atlantic Finance) in an initiative to support the growth of Oil & Gas in Ghana

ACHIEVEMENTS

- *Dean's List

(2007-2011)

OTHER SKILLS: Conversant with Microsoft Word, Excel and PowerPoint.

EXTRA-CURRICULAR ACTIVITIES

Clubs: Entrepreneurs Club (Pioneer Member), Manager of 'Arab Money' Football Club in school, and a member of the Basketball team

*Deans List: Awarded to students with a GPA of 3.5 and above.

Isaac Bruce

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OBJECTIVE

To connect with other individuals in a high learning and fast-paced environment to apply my knowledge, skills and experience from my diverse backgrounds to solve critical problems faced by the organization and industry

EDUCATION

ASHESI UNIVERSITY COLLEGE

BSc. Business Administration

Berekuso, Eastern Region

Aug 2008–June 2012

Relevant Courses

Corporate Finance
Economics

Competitive Strategy
Economic Development

Marketing
Calculus

Social Research Methods
Operations Management

BUSINESS EXPERIENCE

Intern

Burro Brand Ghana Limited, Koforidua

June–Aug 2011

- Researched the feasibility of Burro in the agricultural market
- Established long-term relationship with key investors in the agricultural market
- Recommended product offerings for Burro in the agricultural market

Intern

IBM Business Blue Project, Germany/Ghana

2010

- Researched web-based collaboration with SME's in Africa and Germany
- Gained experience using IBM platforms (Lotus Live, Lotus Greenhouse)
- Worked in an inter-cultural and virtual cross-country team

Intern

West Africa Trade Hub (USAID Project), Accra

June-Aug 2009

- Supported daily operations and organization of the IT Office
- Entered, organized and analyzed data about exporter's information
- Participated in other special projects and initiatives of the Trade Hub

Vice President

Youth for the Disabled Foundation, Accra

Jul 2008 –Present

- Coordinated the activities of volunteers
- Initiated new volunteer programs
- Recruiting volunteers and recommending venues

Student Intern

U.S Embassy, Education USA Advising Centre, Accra

Jul 2007-Jul 2008

- Helped day to day operation of the of the library
- Helped students with college applications

EXTRA CURRICULAR ACTIVITIES

Co-Founder	Readworm, Campus Organization	Mar 2010–Present
Coordinator	Best Buddies International	Feb 2009 - Present
Google Online Marketing Challenge	Competition	April, 2011
Leader, New Horizon Special School	Community Service	Oct – Dec 2007
Blogger	http://isaacbruce.wordpress.com	

ACHIEVEMENTS

Unimax Macmillan Debate winner	Sept 2002
Ashesi University Dean's list (Minimum GPA of 3.5)	May–Dec 2010

PROJECTS/RESEARCH

Financial valuation of the Ghana Cocoa Processing Company	Nov 2010	
Developed competitive and marketing plan for virtual airline company	Dec 011	
Research Assistant	Prof. Stephen Armah (Economics Lecturer-Ashesi Uni.)	Jan – May 2011

OTHER SKILLS

Proficient with Microsoft Office Suite, IBM Lotus Products, Salesforce, Typing (70WPM)
Languages: English, Basic French, Ga, Twi, Krobo

ISAAC APPIAH

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Mobile phone: (+233)242-947071/ (+233)20-1711839 E-mail: isaacappiah3@gmail.com

OBJECTIVE

To work in an international organization that will continually challenge me to utilize my diverse skill set and expose me to a variety of civilizations

EDUCATION

ASHESI UNIVERSITY COLLEGE

BSc. Business Administration

Berekuso, Eastern Region

Aug, 2008 – Present

IMPERIAL COLLEGE

Advanced Certificate. International Relations & Conflict Resolution

South Kensington, London

June, 2011 – July 2011

KOKROBITEY INSTITUTE

Certificate, Governance and Democracy Program

Kokrobitey, Greater Accra

Jan, 2010 – Feb, 2010

OPOKU WARE SCHOOL

WASSCE, Business Certificate

Kumasi, Ashanti Region

Sept, 2004 – June, 2007

WORK EXPERIENCE

National Coordinator, Ghana United Nations Youth Association of Ghana Sept 2010 – Present

- ❖ Coordinate activities of the organization both local and international
- ❖ Train students for international programmes such as Global Scholars Program (UK), Model UN Conferences
- ❖ Canvas for sponsorships for student's activities to the tune of about \$30,000

Tour Guide, Ghana

Kokrobitey Institute

March 2010 – Present

- ❖ Led a 20 member team from Washington University, U.S.A. on tourist sites in Ghana
- ❖ Led a 3 member team from Beijing, China on tourist Sites in Ghana, Togo, Benin
- ❖ Led a graduate student from Warwick University, U.K. on farming site tours in Ghana

Administrative Assistant, Ghana

Prime Care Industries

Jan 2010 - Present

- ❖ Designed software to monitor monthly production
- ❖ Calculate employee's SSNIT benefits and pays salaries

Youth Ambassador for Model UN in Africa, U.S.A. United Nations Headquarters April – Aug 2011

- ❖ Drafted a background guide for the committee on political and religious extremism
- ❖ Chaired the same committee at the Global Model United Nations Conference in Kuala Lumpur – Malaysia
- ❖ Represented Africa on the Youth Ambassador programme in New York – U.S.A

Project Manager, Ghana

Inter-Continental Bank

April – May 2011

- ❖ Managed a 5 member team on a mystery shopping adventure in selected bank branches of Inter-Continental
- ❖ Presented a report including recommendations to the H.R. Manager

PROJECTS/RESEARCH

- ❖ Designed a Business Plan for a Fresh Food Market **Aug 2011 - Present**
- ❖ Analyzed a Company's Financial Statement: Coca Cola Bottling Company Ltd (2002-2005) **April 2010**
- ❖ Researched into the commercialization of the Adinkra Symbol **April 2010**
- ❖ Analyzed the application of organization justice in the case of Ashesi University College **March 2010**
- ❖ Researched into diffusing political and religious extremism **March 2010**

LEADERSHIP ACHIEVEMENTS

- ❖ Head of Ashesi University Delegation to Harvard National Model United Nations Conference, Boston-US **Feb 2011**
- ❖ Leadership recognition Award by Ashesi University **Feb 2011**
- ❖ Head of Ghana's Delegation to Bonn International Model UN Conference, Bonn - Germany **Nov 2010**
- ❖ Head of Ashesi University Delegation to Asian International Model UN Conference, Beijing - China **March 2010**
- ❖ Member of Best Debater Team Award: Class of 2012 Research Fair, Ashesi University College **March 2010**

CO- CURRICULAR ACTIVITIES

- ❖ **Founder & President**, Model UN Society of Ashesi University
- ❖ **Volunteer**, Rotary Club of Accra Immunization Program (Aug 2008)

JANICE ANTOINETTE AGYEMANG YEBOAH

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OBJECTIVE

Seeking a challenging position in finance that will allow me apply my skills and knowledge in harnessing corporate objectives and targets.

EDUCATION

BSc. Business Administration Relevant Courses:	Ashesi University College	Expected date of graduation – 2012
Financial Accounting Introduction to Finance Corporate Finance	International Finance Investments Operations Management	Real Estate Development Competitive Strategy Managerial Accounting

WORK EXPERIENCE

Admissions Personnel	Ashesi University College	Sept. 2011 – Present
<ul style="list-style-type: none">• Receive calls and answer questions about admissions• Screen calls for faculty and staff• Work with the admissions officers to file records and information• Took new students on tour around the campus		
Intern/ Trainee Microsoft Office	Excellence Consultancy Services	May 2010 - July 2010
<ul style="list-style-type: none">• Trained companies in Microsoft Excel• Trained individuals in Microsoft Word and Excel• Learnt tools in Microsoft Excel, Word, Power point and Vista		

PROJECTS/RESEARCH

Dissertation on Green Design	Ashesi University College	Sept. 2011- Present
A financial business plan for a new company	Ashesi University College	Nov. 2011–Dec. 2011
A real estate plan for a new company	Ashesi University College	Nov. 2011 –Dec. 2011
Analysed financial statements of GOIL	Ashesi University College	Mar. 2011–May 2011
Analysed organisational culture of UT Bank	Ashesi University College	Oct. 2010 – Nov. 2010

OTHER SKILLS

Knowledge in Microsoft Word, Microsoft Excel and Microsoft PowerPoint
Good verbal and written communication skills
Good team work abilities through projects and research
Basic French knowledge

CO-CURRICULAR ACTIVITIES

Member, Ashesi Student Council	Ashesi University College	September 2010-Present
Member, Simmak Group	Ashesi University College	July 2010-Present
Member African Renaissance Movement	Ashesi University College	June 2009-Present

SERVICE/LEADERSHIP

Volunteer Amoako	Methodist School, Boamang, Kumasi	October 2010
<ul style="list-style-type: none">• Taught students in math and English• Donated teaching materials for students		
Volunteer	Rangoon School, Danquah Circle	September 2009
<ul style="list-style-type: none">• Taught students in math and English		
Volunteer	College for Ama (COFA)	June 2009 – July 2009
<ul style="list-style-type: none">• Helped train children under 16 in various aspects such as personal care		

REFERENCES

Available upon Request

JEFFREY ANSAH ABOAGYE

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Mobile: +233243329785/207324140

jeffrey.aboagye@yahoo.com/jeffrey.aboagye@ashesi.edu.gh

OBJECTIVE

To work in a firm with a league of highly motivated individuals who are affiliated with the world of marketing and brand management where I can fully contribute to the success of the firm

EDUCATION

BSC BUSINESS ADMINISTRATION **Ashesi University College, Berekuso** 2008 –present
BSc. Business Administration (Expected date of graduation June 2012)

Relevant Courses

Microeconomics	Macroeconomics	Marketing	Organizational Behavior
Social Research methods	Competitive Strategy	Negotiation	Strategic Brand Management

IGCSE and IB DIPLOMA PROGRAM **TEMA INTERNATIONAL SCHOOL** **Accra, Ghana**
2003 – 2008

WORK EXPERIENCE

Public Affairs & Communications Intern **Coca- Cola Bottling Company, Accra** May-June 2011

- Led plant tours of the company for visitors
- Screened sponsorship requests according to company's policies
- Handled product complaints and compensated customers

Customer Service Intern **Barclays Bank (Legon Main), Accra** March, 2010

- Helped welcome clients and assisted in form completion
- Received training on personal banking by the personal banking staff
- Wrote and filed bank drafts

Sales and Marketing **Index Link Ghana, Paris Nord Villepinte, France** October 2010

- Researched marketing strategies around the world
- Made recommendations to companies on brand management

RESEARCH

Job Satisfaction and Organizational Commitment

Mother Care International School and Rangoon Camp 1 Primary, Accra November 2010

- Collected data on the schools' activities and what motivated the staff to keep working
- Analyzed data to determine factors affecting motivation
- Made recommendations and presentations

CO – CURRICULAR ACTIVITIES

Team Player & Captain T.I.S Basketball, Volleyball and September 2003- December 2007
Karate team

Ragoon Community Service **Ashesi Community Service Program**

Tutored grade 5 pupils in Math, English and Religious and Morals Education

OTHER SKILLS

Computer Proficient in Microsoft Word, Excel and PowerPoint

Joshua Asante Bremang

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Phone: +233 270108538,
jbremang@gmail.com, joshua.bremang@ashesi.edu.gh

OBEJECTIVE

To obtain a full time position in finance where I can use my understanding of various financial models and concepts, to help the organisation grow its financial position

EDUCATION

B.Sc. Business Administration **Ashesi University College** **Berekuso, Eastern Region**
Expected Date of Graduation Jun 2012

Relevant Courses

Operations Management	International finance	International Business Law
Corporate Finance	Visual Basic Programming	Investment

- **Achievement:** Ashesi Deans list Award Sept 2009; Jan, Sept 2011

Competitive Strategy & Game Theory

London School of Economics
Central London, United Kingdom Aug 2011

Association of Certified Chartered Accountants

Part 1: Completed, Part 2: Papers F4, F5 and F8 completed

WASSCE **Achimota High School, Accra** Sep 2004 -Jun 2007

WORK EXPERIENCE

Financial Chairperson African Renaissance Movement, Accra Nov 2010 – Aug 2011

- Prepared period end reports
- Co-developed and managed the Rangoon students saving fund

Software Developer Accra International Marathon, Accra Sept 2010

- Volunteered for recording and online streaming of the Accra International Marathon

Assistant Teacher Rangoon Community School, Accra Aug 2008

- Assisted in teaching Math and English language to basic school students
- Managed students, prepared lectures and graded assignments

PROJECTS/RESEARCH

- An investigation into the determinants, problems and consequences of low savings in developing countries: A case study of Ghana (December 2011)
- Wrote business proposal (December 2011)
- Evaluated and proposed an inventory management system for Ashesi University (March, 2011)
 - Developed a visual basic software that could calculate EOQ and total inventory cost
- Company Valuation, Golden Star Resources (April, 2011)
- Designed a marketing plan for a hostel company (December, 2010)
- Planned Ashesi Research Fair (April-May, 2009)
- Researched the prevalence of road accidents in the Cantonments Region (May, 2009)

CO-CURRICULAR ACTIVITIES

Financial Chairperson	African Renaissance Movement	Nov 2010 – Aug2011
Member, Financial Committee	Ashesi Student Council	Nov 2010 – Nov 2011
Volunteer Teacher, Community Service	Village Of Hope	Oct 2010
Member, Ashesi Judiciary Council	Ashesi University College	Aug 2008 – Jan 2009
Member, Constitutional Amendment Team	Ashesi University College	Dec 2009

OTHER SKILLS

Knowledge in Computer Programming (Visual Basics)
Competent with Microsoft Office

JULIANA ESI TANOA BOTSIO

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OBJECTIVE

To work in a diverse organization that strives to be the best and will challenge me to use my diverse skills.

EDUCATION

Ashesi University College

BSc. Business Administration

• **Cummulative GPA** - 3.66/4.00

Accra, Ghana

August 2008 – May 2012

Relevant Courses: Business Law Marketing
Corporate Finance Investment Service Marketing
Competitive Strategy Microeconomics Real Estate Development
Leadership Seminars Macroeconomics International Trade and Policy
Human Resource Management

ACHIEVEMENT

Ashesi University College

Dean's List (Students with GPA of 3.5 or higher)

Accra, Ghana

2008 - Present

WORK EXPERIENCE

Summer Intern

Bharti

Airtel Ghana

Accra, Ghana

June – July 2011

- Participated in a business simulation for mobile number portability
- Helped resolve anticipated customer complaints about new mobile application

Writing Tutor (Work Study)

Ashesi University College

Accra, Ghana

September 2009 – May 2011

- Assisted students with their writing problems
- Helped students with creative writing
- Compiled and monitored attendance of students to the writing centre

Summer Intern

Fi

delity Bank Limited

Accra, Ghana

June – August 2010

- Cross-sold E-banking products to current and new customers
- Assisted in resolving 95% of customer complaints within 24 hours
- Filed customer compliments, suggestions and complaints

Administrative Assistant (Work Study) Ashesi University College

Accra, Ghana

January – May 2009

- Provided administrative support to the front office
- Filed and compiled official documents and answered and routed calls
- Interacted with prospective parents and students on admissions issues

CO- CURRICULA AND VOLUNTEER ACTIVITIES

Member	Academic Committee, Ashesi Student Council	November 2010-Present
Member	Welfare Committee, Ashesi Student Council	November 2010-November 2011
Financial Secretary	Model United Nations, Ashesi University College	November 2010-November 2011
Participant	Harvard National Model United Nations: Boston, Massachusetts	February 2011
Volunteer	Center for Abused Children: Nyaniba Estates, Accra	October - December 2010
Volunteer	Ashesi University College, College for Ama Summer Camp(COFA)	Accra June - August 2009
Volunteer	Westphalia Children's Village: Oyoko, Ghana	January - March 2008

PROJECTS/RESEARCH

- Equity Evaluation: Evaluated the equity position of Benso Oil Palm Plantation, May 2011
- Marketing Plan for The Hacienda Hostel: Drew up a marketing plan for a new hostel, Dec 2010
- Ashesi University Undergraduate Research Fair: Conducted research on waste disposal management amongst the people of Danquah Circle and its environs, April 2010

SKILLS

- Proficient with MS Excel, PowerPoint, Word
- Strong writing skills (writing centre tutor)

REFERENCES

Available upon request

KAREN MIMI SAM

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OBJECTIVE

To obtain a full time position in an organization which will allow me apply my skills and knowledge in Business Administration and add value to the organization's business activities

EDUCATIONAL BACKGROUND

Ashesi University College

Berekuso, Eastern Region

2008 – Present

BSc. Business Administration

(Expected date of graduation: June 2012)

Relevant Courses: Financial Accounting Investments International Finance
Corporate Finance Managerial Accounting Economics

WORK EXPERIENCE

Customer Service Intern

Home Finance Company (HFC), North Ridge

May - Aug 2011

- Opened new customer accounts
- Assisted with refilling ATM with money
- Ordered and received new ATM cards and cheque books
- Processed cheques from customers
- Assisted with rollover of treasury bills

Accounts Office Intern

Ghana Shippers' Authority, High Street Accra

May – Aug 2010

- Recorded daily cash transactions in books of accounts
- Balanced books of accounts
- Paid dollar transactions into company accounts
- Distributed employee bonus cheques

PROJECTS

- Analyzing the financial report of Accra Brewery Limited
- Business proposal for an after-school day care program for working mothers

OTHER SKILLS

Certification: International Computer Driving License (ICDL)

CO-CURRICULAR ACTIVITIES

Ashesi Art Factory, Member

Ashesi University College

Jan 2010-June 2012

REFERENCES

Available upon request

LEONORA OKUDZETO

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Leonora.okudzeto@ashesi.edu.gh, leonora@hotmail.com

OBJECTIVE

To work with a marketing team in a challenging position to build skills and experience and to develop in this field while contributing to the growth of the company

EDUCATION

Ashesi University College **Berekuso, Eastern Region**
BSc. Business Administration August 2008 – June 2012

Relevant Courses	Service Marketing	Organizational Behavior	Investment
Marketing	Operations Management	Corporate	Finance
Competitive Strategy	Business Law	Financial Accounting	International Finance
Managerial Accounting	Negotiation		

Akosombo International School **Akosombo, Eastern Region**
West African Senior Secondary Certificate

WORK EXPERIENCE

MARKETING INTERN **AFRICAN REGENT HOTEL** **Accra, Greater Accra**
June – July 2011

- Prepared daily in-house data for the hotel
- Prepared petty cash, purchase orders and requisition orders for the department
- Outsourced for potential clients from Nigeria, Togo, Cote D'Ivoire and Kenya
- Called clients to get feedback as part of the Feedback Campaign
- Monitored newspapers daily for ads and opportunities to promote the brand

SUMMER INTERN **CDH FINANCIAL HOLDINGS** **Accra, Greater Accra**
November 2009-January 2010

- Prepared report on financial analysis for the company
- Prepared payment vouchers for clients
- Prepared loan repayment summary for clients
- Recorded loan payments
- Prepared cheques for payment for investors

SALES PERSONNEL **MKOGH** **Accra, Greater Accra**
August – September 2007

- Recorded daily sales
- Organized events to market the brand

PROJECT AND RESEARCH

COMPANY VALUATION **MECHANICAL LLOYD COMPANY** **Accra, Greater Accra**
April 2011

- Analyzed a 5 year Financial Statement and made reports
- Prepared a projected 5 year financial statement for the company
- Prepared a company analysis

OTHER SKILLS

Computer — Skilled and proficient in Outlook, Word, PowerPoint and Excel
Leadership — Worked with my team and advocated for more Library hours for school children in Ankaase to boost their academic performance

CO-CURRICULAR ACTIVITIES

BACK TO BOOKS CAMPAIGN **AGAPE INTERNATIONAL, Ankaase, Ashanti Region** October 2010
GIRLS ORGANIZING SECRETARY **AIS ENTERTAINMENT COMMITTEE, Akosombo** August 2007 – May 2008
ARM **VOLUNTEER AT RANGOON BASIC SCHOOL, Accra** January – May 2009

MAAME ABENA OWUSUA OWUSU-ACHEAW

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E-mail: maowusua@gmail.com/maame.owusu-acheaw@ashesi.edu.gh

OBJECTIVE

Seeking a competitive opportunity to utilize my education, abilities and skills in finance and marketing with considerable room for development while contributing toward the generation of higher profits and increased consumer satisfaction

EDUCATION

ASHESI UNIVERSITY COLLEGE

BSc. Business Administration with a minor in Computer Science

Honors: Dean's List (A minimum GPA of 3.5 per semester)

Berekuso, Eastern Region

Expected date of Graduation June 2012

Jan 2009 – May 2010

IPMC COMPUTER TRAINING SCHOOL

Information Technology Qualified Professional

Ring-Road Central, Greater Accra Region

Nov 2007 – May 2008

ABURI GIRLS' SENIOR SECONDARY SCHOOL

Business

Aburi, Eastern Region

Sept 2004 - Jun 2007

WORK EXPERIENCE

Residential Assistant

Ashesi University College

Berekuso, Eastern Region

Aug 2011- Present

- Report bi-weekly to the Dean of Students and Community Affairs office on maintenance, health and safety, conduct and security issues within the residence halls on campus
- Liaise between the Dean's Office and students' resident on campus
- Organize recreational activities for residences

Career Peer Advisor

Ashesi University College

Berekuso, Eastern Region

Aug 2008- Present

- Educate classmates on better CV writing skills and current Career Services programs
- Link career services to classmates via peer education on making effective career choices
- Assist the career services in organizing events and programs

Summer Intern

Oxford & Beaumont Solicitors

Ridge, Greater Accra Region

Jun 2011

- Reviewed and summarized tax and corporate laws of Ghana
- Drafted memos for clients and based on reviewed tax and corporate laws of Ghana
- Learnt the legal trends and laws that work in Ghana and how best to use them as a legal practitioner

Work Study Coordinator (Work Study Intern)

Ashesi University College

Berekuso, Eastern Region

Feb 2011- May 2011

- Managed the work study program of the school and student interns under this program
- Handled all work study related issues such as paying student's monthly stipends, settling conflicts in the student work contracts
- Assisted with duties in the Career Services office

Summer Intern

CTD Textiles Distribution Limited

Adabraka, Greater Accra Region

Jun – Sept 2009

- Took physical stock of textiles and daily sales of textiles to wholesale and retail customers
- Evaluated, collected and reported on market statistics and customer sales requests

RESEARCH PROJECT

Capstone Project: *Assessing the Property Management practices used in the Urban Roads sector: a case of the Accra Metropolitan Area of Ghana.*

Aug 2011 - Present

A Competitive Strategic Proposal for an Airline company (A Group Project)

Dec 2011

A Marketing Plan for a Bank's savings product (A Group Project)

Dec 2010

Business Proposal for an Art and Crafts company

Mar – Apr 2010

CO-CURRICULAR ACTIVITIES/VOLUNTEER WORK

Member & Co-founder Read Worm Project

Feb 2010 - Present

Member Young People's Guild (Presbyterian Church, Ghana, Salvation Congregation)

Dec 2007 - Present

Volunteer Salvation Presbyterian Child Development Center

Dec 2007 - Present

Volunteer Ashesi University Graduations, Freshman Orientations and Career Fairs

June 2009 – June 2011

Member Vetting Committee (Ashesi University Judicial and Electoral Council)

Nov 2010

SKILLS

Proficient in Microsoft Office Suite (Intermediate Level)

MAAME AMA NYANFEKUA TANDOH

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OBJECTIVE

A decidedly driven individual seeking a challenging position in marketing and human relations that can serve as a platform to demonstrate the skills obtained in business oriented affairs. I hope to apply my skills to help develop the marketing techniques of the company with my fresh perspective and also my expertise in human relations via new technology made possible through the World Wide Web.

EDUCATION

Ashesi University College **Accra, Greater Accra**
BSc. Business Administration August 2008- May 2012

Relevant courses Marketing Programming Economics Organizational Behaviour
Brand Management Operations Management Business Law Investments Leadership Seminars

WORK EXPERIENCE

Partner and Creative Director **Creative Media Technology** **Accra, Greater Accra**
June 2002- present

- In charge of business development and research into new market trends
- Identify and follow up on strategic and tactical business opportunities

Legal Assistant (Intern) **Ntrakwah & Co. Law Firm** **Accra, Greater Accra**
June - July 2010

- Performed research and analysis of routine legal problems and issues
- Performed preliminary work in preparation of legal cases

Photographer/ Editor of Newsletter **Morning Glory Montessori Child Development Center** **Accra**
Feb 2008- Jan 2009

- Took photographs for the newsletter
- Performed final editing of the newsletter

Teacher **Morning Glory Montessori Child Development Center** **Accra, Greater Accra**
Nov 2007- Jan 2009

- Taught ages ranging from 5 to 7 basic computer skills
- Assisted in care of the younger group ranging from 18months to 2 years
- Performed various clerical duties

Front Desk Attendant (Intern) **L'AINÉ Services** **Accra, Greater Accra**
Sept 2007- Nov 2007

- Operated the Switch Board
- Provided assistance to customers
- Booked appointments
- Assisted with daily registrations

RESEARCH

Investments **April – May 2011**
Evaluated the stock of Total Company Limited to help an investor make a decision to either buy or sell the stock

Operations Management **April – May 2011**
Assessed Total Quality Management and layout strategy of Melting Moments Restaurant; suggested solutions to improve upon the quality of service as well as maximize servicescape use by improving layout

Brand Management **May- June 2011**
Created and developed a brand of ice cream. Generated marketing plan and brand key positioning statement for the product

CO-CURRICULAR ACTIVITIES:

African Renaissance Movement member 2009- present
Public Relations Committee member (Ashesi Student Council) 2010- 2011

Volunteer/Community Service

Rangoon Basic School Taught basic English to grades four to six Aug 2009 – Dec 2009
Shelter for Abused Children Repainted the bedrooms for the children and taught basic English Dec 2009

SKILLS & INTEREST

Extremely proficient with the use of social media
Enjoy micro blogging and increasing web presence each day
Proficient with Microsoft Word, Excel, PowerPoint
Conversant with VB Script
Familiar with spoken French

Mame Adwoa Serwah Adjei Saifah

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OBJECTIVE

Seeking an intellectual and challenging position in finance and strategic leadership in an organisation that would put my theoretical education into practical application to the benefit and mutual development of myself and the organisation

EDUCATION

BSc. Business Administration

ASHESI UNIVERSITY COLLEGE
Expected Graduation Date - June 2012

Relevant Courses:

Microeconomics	Macroeconomics	Marketing
Introduction to Finance	Managerial Accounting	Investment
Operations Management	International Trade and Policy	Human Resource Management
Economic Development	Entrepreneurship	Competitive Strategy

ACHIEVEMENT

- Dean's List* 2009 - date
- 2010 Career Fair Quiz Winner March 2010

WORK EXPERIENCE

Customer Service/Marketing Officer Adehyeman Savings and Loans Ltd July 2011 – August 2011
Kumasi, Ashanti - Region

- Addressed customer complaints and introduced new banking products to prospective clients
- Opened 200 new customer accounts within two months
- Organised the company's loan application database

Loans Officer

- Assessed business and salary loan applications for loan disbursement
- Advised loan applicants on best business practices pertaining to their area of operation

Customer Service Officer Millicom Ghana Limited, Tigo Office June 2010 – August 2010
Kumasi, Ashanti - Region

- Addressed customer complaints and educated them on new products and services
- Registered TIGO SIM cards and activated colour ring tones
- Mapped TIGO transfer dealers to suppliers

Administrative Assistant

- Acted as a liaison between the Head Office and the company's service providers
- Took minutes at committee and team meetings

Sales and Marketing Assistant

- Assisted the regional sales manager in data entry and analysis
- Generated reports on the number of activated SIM cards and subscriber base
- Organized the refurbishment of the maternity ward of the Nyinayin Hospital, as a form of Corporate Social Responsibility

Team Activator (Leader)

- Managed a team of 10 sales representatives
- Designed strategic plans and developed efficient ways of selling TIGO SIM cards and other products and services
- Developed internal competitions to motivate team members to sell efficiently and effectively

Sales/Administrative Officer Ederick Limited May 2009 – August 2009
Kumasi, Ashanti - Region

- Scheduled daily work activities for employees
- Coordinated all customer service activities and identified and contacted potential customers
- Recorded the daily stock of all goods
- Prepared receipts, invoices and waybills for the dispatch of goods
- Prepared daily accounting transactions, and forwarded them to the Head Office
- Prepared tenders for the supply of goods

CO-CURRICULAR ACTIVITIES

- Project Leader, 2012 Economic Development Class, Ashesi – Berekuso Road Project September 2011
- Volunteer, Agape Village of Hope, Boamang October 2010
- Front Desk Assistant, Pippas Health and Fitness Centre, Ringway – Accra September 2010

OTHER SKILLS

Research, Team Building, Communication and Conversant with Microsoft Word, Excel, PowerPoint.

Dean's List*: Awarded to students with GPA of 3.5 or higher in a semester

MARIAN OHUI APRONTI

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PHONE: (+233) 0243 365 078 | E-MAIL: ohui_apronti@yahoo.com/marian.apronti@ashesi.edu.gh

OBJECTIVE

Seeking an entry level position in a reputable law firm where I will be able to exhibit my knowledge in Business Administration which will be useful to its growth

EDUCATION

Ashesi University College

Bsc. Business Administration

Berekuso, Eastern Region

Expected date of graduation: May 2012

Courses

Microeconomics Calculus Financial Accounting Macroeconomics Social Research Methods
Organizational Behaviour Managerial Accounting International Finance

Wesley Girls' High School

West African Senior Secondary School Certificate (General Arts)

Cape Coast, Central Region

Sept 2004 – June 2007

ACHIEVEMENTS

- Dean's List 2010 (minimum G.P.A. of 3.5)

WORK EXPERIENCE

Audit Intern

KPMG, Abelemkpe

June – July 2011

- Audited the 2009 financial statements of Ghana Agro Foods Company (GAFCO)
- Vouched cashflows with bank records
- Compiled financial costs and financial ratios for the year 2009

Front Desk Personnel

Ashesi University College, Berekuso

Oct 2008 – Dec 2009

(Operations Management Office and Admissions Office)

- Responded to admission queries via phone from prospective students and guardians
- Compiled admission packages for prospective students
- Assisted in administrative duties including filing, photocopying and scanning of documents

French Tutor Shammah Assemblies of God Church, Ashongman

Oct – Dec 2008

- Tutored students in French to prepare for their Basic Education Certificate Examination

PROJECTS/RESEARCH

Company Evaluation of Unilever Company Limited

April 2011

- Evaluated performance of Unilever based on Global, National, Industry and Company data
- Projected Unilever's profit for the next 5 years using evaluations

Company Evaluation of Ultimate Supplies Limited

Nov 2009

Evaluated performance of Ultimate Supplies based on profitability, liquidity, solvency and efficiency ratios.

CO-CURRICULAR ACTIVITIES

Community Service, Amoako D/A Primary School, Kumasi

Oct 2010

- Taught students English, Mathematics and Integrated Science

Volunteer, College for Ama, Girl Child Education Programme (CofA)

Aug 2009

- Assisted in teaching girls English and Mathematics

Aug 2010

- Supervised students while they stayed in the Ashesi hostel

Member, Rotaract Club, Ashesi University College

April 2009 – 2010

OTHER SKILLS

- Proficient in: Microsoft Office (Word, PowerPoint, Excel, Outlook)
- Fluency in French: Intermediate

Marie Louise Garbrah

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OBJECTIVE

Seeking a career opportunity in investment banking, accounting and auditing and ready to make a positive impact in the lives of others

EDUCATION

Ashesi University College **Berekuso, Eastern Region**
Bsc. Business Administration August 2008 –May 2012

Relevant courses

International finance	Investment	Economics	Leadership seminars
Financial Accounting	Corporate Finance	Negotiation	Marketing
Managerial Accounting	Business Law	Organizational Behavior	

Achimota School **WASSCE** **September 2004-April 2007**

ACHIEVEMENTS/AWARDS

Dean's List (3.5 and above GPA) January-August 2010

WORK EXPERIENCE

Summer Intern **PwC Ghana (Airport)** **Accra, Greater Accra**
June-July 2011

- Made IRS and SSNIT payments
- Audited a client company
- Filed taxes for client companies
- Accounted for petty cash received

Fountain Life Chapel **(Lanham, Maryland)** **United States of America**
September-December 2007

- Filed documents
- Entered information into the company database

RESEARCH/ PROJECTS

Investment **Guinness Ghana Breweries Ltd** **April 2011**

- Analysed financial statements of GGBL and to evaluate performance of the company

Financial Accounting **CAL Bank** **November 2009**

- Analysed financial statements of Cal Bank and to evaluate performance of the company

CO- CURRICULAR ACTIVITIES

Ashesi University College **January 2010 – December 2011**
Member of African Renaissance Movement (ARM)

Community service Rangoon School **January 2010 – January 2011**
Taught English and Mathematics in the primary school

Zontal Service **October 2010**
Taught girls who had been reprimanded English
Donated food items to the organization

OTHER SKILLS and INTEREST

- Conversant with Microsoft Word, Excel, Outlook and PowerPoint

Marilyn Jasmine Martey

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OBJECTIVE

To work in a finance oriented environment and assist in the company to help it meet its financial objectives.

EDUCATION

ASHESI UNIVERSITY COLLEGE

Berekuso, Eastern Region

Bsc. Business Administration

August 2009 – June 2012

Relevant courses: Financial accounting

Introduction to finance

Managerial accounting

International finance

Corporate finance

WORK EXPERIENCE

Office Assistant

Home Foods Processing Company

Accra, Greater Accra

December 2010

- Paid service companies
- Maintained document archives
- Filed cheques
- Entered data in a database
- Kept logs and records of telephone calls

Assistant (Alumni Department)

Ashesi University College

Berekuso, Eastern Region

January - February 2010

- Ensured accurate and complete Alumni database records
- Informed alumni about upcoming programmes and events
- Researched alumni programmes, services and events

PROJECTS/RESEARCH

Company Valuation

Produce & Buying Company (PBC)

May 2011

Company Valuation

Clydestone Company

December 2009

VOLUNTEER WORK

Community Service:

- Readwide Bookworm Student Initiative
Read out stories from Amazon Kindle to students of Adeiso Presbyterian SHS
January - May 2011
- Mission of Grace Ministries
Educated the Shishi community on HIV/AIDS
October 2010
- Rangoon Camp
Taught pupils Science and English subjects
January – May 2010

OTHER SKILLS

Efficient in Microsoft Word, Excel, PowerPoint

Good oral and written communication skills; lead most powerpoint presentations

Marlene Emefa Baeta

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OBJECTIVE

To secure a position in a dynamic environment where my creativity, knowledge and skills can be employed and developed to increase the organization's competitiveness.

EDUCATION

Bsc. Business Administration Ashesi University College Aug 2008 – Jun 2012

Competitive Strategy and Game Theory (A) London School of Economics Jul – Aug 2011

ACHIEVEMENTS/ AWARDS

Dean's List (GPA of 3.5 and above) Ashesi University College 2008 – date

PROJECTS & RESEARCH

❖ **Capstone Project** Aug – Dec 2011

- Business Plan for Mackba Farms Limited

❖ **Strategic Brand Management Group Project** Apr – May 2011

- Brand management plan for an ice cream company

❖ **Firm Valuation – Aluworks** May 2011

❖ **Operations Management Group Project** Dec 2010

- Evaluated the layout of Melting Moments Restaurant and proposed an alternative

WORK EXPERIENCE

Research Assistant Tema Real Estate Project Jul – Aug 2011

❖ Interviewed public and collated data to determine alternative business ventures
❖ Developed a business plan for a recreational centre

Inventory Manager BUKA Restaurant Jul – Aug 2010

❖ Managed food, drinks and storeroom inventory
❖ Made purchases and orders to re-stock inventory

Accounting Intern Lifeforms Limited May – Jul 2009

❖ Reconciled bank statements and handled petty cash
❖ Assisted in managing accounts and making and receiving payments

CO-CURRICULAR ACTIVITIES

Co-founder HARBMIE Productions Aug 2007 – date

❖ Design and make fashion accessories
❖ Manage inventory and keep cash book
❖ Developing a business plan

Finance Officer Ashesi Student Council Jan – Dec 2011

❖ Kept financial records and reconciled bank statements
❖ Handled petty cash
❖ Organized the Ashesi Ubora Excellence Awards Ceremony

Volunteer Ashesi Freshman Class Orientation Oct 2011

❖ Helped organize orientation events and ice breaker sessions for first year students

Member Ashesi Shotokan Club Feb 2009 – May 2011

Volunteer Village of Hope International Oct 2010

❖ Assisted in giving talks on domestic violence and education to local women
❖ Helped school children read and do their homework in the library

Volunteer Rangoon Basic School May – Jul 2010

❖ Assisted in teaching English, Mathematics and Pre-Technical Drawing
❖ Organized Spelling and Mathematics competitions

SKILLS

❖ Proficient in Microsoft Word, Excel and PowerPoint
❖ Good oral presentation skills (took part in all group presentations to an audience)
❖ Work well in a team with the ability to be both leader and follower

Mateko Akowa Azu

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OBJECTIVE

To obtain a full time position in Accounting and Finance in order to challenge my knowledge and skills acquired and to help develop the finance department in your company.

EDUCATION

ASHESI UNIVERSITY COLLEGE

BSc. Business Administration

Berekuso, Eastern Region

Aug 2008 - Present

• Relevant Courses

Human Resource Management Corporate Finance Financial Accounting International Finance

WORK EXPERIENCE

Internship: Stand ard Chartered Bank Accra, Greater Accra Region
July – Aug 2011

- Investigated problematic transactions and ensured that they were solved
- Engaged in proactive calls to ensure that clients' problems were successfully involved
- Drafted and generated financial statements and advice for clients

Internship: Pab Consultancy Ghana Tema, Greater Accra Region
July – Aug 2010

- Collated information to help train rural farmers on the use of organic fertilizers
- Helped team put together material for the training of farmers and researched presentation for farmers in Cape Coast

Internship: Magnate Technology and Services, Tema, Greater Accra Region
Jun – Aug 2009

- Prepared and paid cheques to employees
- Received and made calls for the company
- Designed and made presentation to Ghana Police Service on improved security equipment

PROJECT

- Business Proposal: A new Bakery in Ghana (Dec 2010)
- Marketing Proposal: A new bottled water company in Ghana (Dec 2010)
- Financial Analysis: Golden Web Company Limited (October, 2011)
- Organised a community service project for the children in Sota D/A Basic School
- Drafted a cashbook and monitored the progress of the tuck shop

SKILLS

- Proficient with Microsoft Office Suite
- Familiar with French

EXTRA-CURRICULAR ACTIVITIES/VOLUNTEERING

- Successfully helped organize a Research Fair; Ashesi University College
- Volunteer at Ashesi Career Fair
- Executive member, African Renaissance Movement; Ashesi University College
- Volunteer at Rangoon Basic School; Labone – organized students to teach after school to help prepare the students for BECE

Nana Esi Saaba Asiedu

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Objective

Seeking a job opportunity in investment banking that will enable me use my knowledge in business administration to help achieve the company's organizational goals

Education

Ashesi University College
BSc. Business Administration

Berekuso, Eastern Region
Expected date of Graduation June 2012

Relevant Courses:

Statistics	Calculus	Quantitative Methods
Operations Management	Expository Writing	Organizational Behavior
Macroeconomics	Managerial Accounting	International Finance
Investment	Corporate Finance	

Achievements

Ashesi University Dean's List August 2010-August 2011
(Minimum GPA OF 3.5)

Work Experience

Salesperson Muscumbee Ventures, Accra July-August 2011

- Made sales to customers
- Recorded daily transactions
- Collated profit and loss statement

Customer Service Intern Airtel Ghana Limited, Accra June-July 2011

- Worked on Mobile Number Portability Project
- Tested and accessed Airtel products
- Wrote reports on the Airtel products

Voice dubbing TV3, Accra July-September 2004

- Performed voice-over for the television programme "Juanna La Virgin"

Projects/ Research

Valuation of Pioneer Kitchenware Limited	Accra, Ghana	April 2011
Discovery of oil in Ghana (A blessing or a curse)	Accra, Ghana	August-December 2009

Co-curricular Activities

Member	Poetry Pot Group	September 2011- Present
Member	Kingdom Christian Fellowship, Ashesi University College	August 2009 - Present
Volunteer	Kyerekrom D/A Primary School, Effigyia-Kwabere District	October 2010
Participant	Model UN, Accra-Ghana	March 2010
Volunteer	Freshman Orientation Week, Ashesi University College	August 2009

Other Skills

Familiar with French
Computer skills: Ms Word, Excel, PowerPoint and Outlook

NANA SERWAA ASIEDU

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OBJECTIVE

I am seeking an entry-level position in a reputable institution to obtain experience in the research and marketing sector to add value to their research and marketing department

EDUCATION

BSc. Business Administration Ashesi University College, Berekuso August 2008 – present
Relevant Courses: Marketing, Introduction to Finance, Managerial Accounting, Financial accounting, International Finance, Investments, Service Marketing, Business Law.

ACHIEVEMENTS/ AWARDS

Fourth place (out of 8), Ashesi University College - Social Research Fair (March 2010)
Most punctual - Marketing class (Aug 2010 – Dec 2010)

WORK EXPERIENCE

General Secretary-Ashesi Students' Council Ashesi University College Nov 2011 – Nov 2012

- Took minutes at Executive meeting and other student council meetings
- Signatory of the A.S.C account
- Head of Public Relations Committee
- Created a twitter account and updated Facebook account for the student's council

Library Intern Ashesi University College Sep 2011- Present

- Oversee borrowing and returning of books
- Recommend books and internet sources for research
- Ensure proper conduct in the library
- Provide research sources for students

Assistant- Alumni and Development Department Ashesi University College Aug 2010- May 2011

- Created awareness of events concerning Ashesi alumni
- Ensured updates of alumni database
- Coordinated the collection of contributions towards the Ashesi student endowment fund

Community Service HelpAge Ghana, Bubuaashie Zone October 2010

- Developed creative ways to raise funds
- Daily visits to aged invalids in the Bubuaashie zone
- Helped renovate the Help Age Bubuaashie Zone office

SKILLS

Computer

- Competency in Microsoft Office Applications (Word, Excel, PowerPoint)
- Typing (90 words/min)

Research, Written and communication skills

- Head of Public Relations committee
- General Secretary, Ashesi Students' Council
- Intern at Ashesi University College Library and Research Department

PROJECTS

Marketing Plan for hostel accommodation (Marketing)
Business Plan for a restaurant (Competitive Strategy)

LEADERSHIP/ EXTRA CURRICULAR ACTIVITIES

Volunteer, Constitutional Review Committee (August 2011)
Member, Africa Renaissance Movement (ARM), Ashesi University College (August 2008-present)
Organizer, Uboru Excellence Awards, Ashesi University College (January 2012)

REFERENCES

Available upon request

Nasiru Braimah

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OBJECTIVE

To find a challenging position that meets my capabilities and education where I can improve and apply my skills and experiences to drive the organizational visions of a dynamic and progressive institution.

EDUCATION

Ashesi University College Accra, Ghana
Bsc. Business Administration Expected Graduation Date - Jun '12
• **Cumulative GPA: 3.8/4.0**

Babson College Massachusetts, USA
Spring Semester Exchange Programme Jan - May '11
• Relevant Courses: Financial Markets & Instruments Strategic Problem Solving

Prempeh College (Senior High) Kumasi, Ghana
Business Sept '04 - Jun '07

ACHIEVEMENTS

Dean's List*	Ashesi University College	Aug '08 - Dec '11
Dean's List*	Babson College	Jan - May '11
Overall Best Student	Prempeh College	Jun '07

WORK EXPERIENCE

DATABANK GROUP Accra, Ghana
Summer Analyst, Research June - Aug 2011
• Co-wrote industry and company reports on an oil marketing company and a cocoa trading company
• Prepared daily market summaries on four African countries and updated market indices database
• CO-prepared investment presentations for high net worth clients

IC SECURITIES GHANA LIMITED Accra, Ghana
Summer Analyst, Investment Banking & Research June - Aug 2010
• Examined financial statements of companies
• Prepared detailed company reports and daily market summaries on key African countries
• Worked closely with investment team on debt/equity finance transactions for two insurance firms and one manufacturing company

GOLDMAN SACHS London, United Kingdom
Spring Intern, Investment Banking April 2010
• Worked on potential Polo Ralph Lauren IPO using comparable company multiples
• Participated in several seminars on M&As, IPOs and Business Ethics
• Gained an understanding of the investment banking industry

CONTROLLER & ACCOUNTANT GENERAL'S DEPT. (MINISTRY OF FINANCE) Accra, Ghana
Account Officer, Eastern Region Payrolls June - Aug 2009
• Led team to record and batch 6 months' outstanding payroll vouchers
• Helped correct errors on payroll vouchers

OTHER SKILLS

Technical Skills: Microsoft Office Suite (intermediate), C++ (basic), Java (basic)
Good communication and Interpersonal skills
Language: French (basic)

EXTRA-CURRICULAR ACTIVITIES

Work Study
Residential Assistant Ashesi University Aug '11 - May '12
Math Tutor Ashesi University Aug '09 - May '10

Community Service:
Volunteer Teacher Autism Awareness Centre Oct. 2010

* The Dean's List is awarded to students who obtain a GPA of 3.5 or higher

PAUL AKWASI ASANTE

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OBJECTIVE

Focused, organized, and diligent individual wishes to make a positive impact in your company especially in record keeping

EDUCATION

Ashesi University College, Berekuso

BSc. Business Administration

Expected Date of Graduation: June 2012

Relevant Courses: Operations Management Competitive Strategy Financial Accounting Marketing

NIIT

Desktop Publishing

Kumasi, Ashanti Region

July 2007-July 2008

Relevant Courses Microsoft Word Microsoft Excel Microsoft PowerPoint Photoshop

WORK EXPERIENCE

Warehouse Manager **Thonket Company Limited, Kumasi** October-December 2010

- Ensured that goods received from suppliers are of the right quantity
- Supplied customers with the right quantity of goods they purchased

Community Service **Kyerekrom Primary School, Kyerekrom** October 2010

- Helped painted Kyerekrom Primary School

Community Service **Boamang Health Centre, Boamang** October 2010

- Entered patient details in record book

Cashier **Thonket Company Limited, Kumasi** November-January 2008

- Received cash and cheques from customers
- Deposited cash and cheques

OTHER SKILLS

Computer Skills: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Photoshop, Visual Basics

Co-curricular Activities

- Member Vicande Old Students Association (VOSA) July 2011

PHILIP LAWER ALIMO

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OBJECTIVE

An excellent and results oriented individual seeking challenging roles in the communication or public relations and marketing department of a multi-cultural firm while striving to achieve corporate goals and targets

EDUCATION

ASHESI UNIVERSITY COLLEGE

BSC Business Administration

Accra, Greater Accra

Expected date of graduation, **May 2012**

Relevant Courses

Statistics	B	Business Law	I	Investments	International Trade and Economics
Economics		Quantitative Methods		Marketing	Social Research Methods
Negotiation		Financial Accounting		Competitive Strategy	International & Corporate Finance
Entrepreneurship		Design	Operat	ions Management	Real Estate Development

ACCOMPLISHMENTS

- Profiled for Ashesi Campus Bulletin **June 2011**
- Won the best Stadium Media Centre during the 2010 FIFA World Cup South Africa (Green Point Stadium, Cape Town) **July 2010**
- Profiled on Volunteers for Sports Website, Poland; Radio Tygerberg, South Africa **July 2010**
- Recognized for Outstanding Service to the 2010 FIFA World Cup South Africa Volunteer Programme **July 2010**
- Recognized for Outstanding Service to Editorial Board and School activities of Koforidua Sec. Tech. School **April 2006**

WORK EXPERIENCE

Supply and Sales Manager

J & E Marketing Services, Accra

Jun 2007-Present

- Sell and distribute over 300 products to clients in a month
- Prepare sales statistics to determine sales potential, inventory requirements and to monitor customers' preferences
- Develop pricing strategy for product
- Support distribution channel and Inventory management
- Prepare and collate sales account
- Manage customer care issues and concern

LOC/FIFA Media Operations Volunteer 2010 FIFA World Cup South Africa, Cape Town, S.A Jun-Jul 2010

- Observed and worked as a note taker for FIFA.Com.
- Translated interviews from French, Spanish, German and Portuguese into English for FIFA.Com using a remote translation system
- Double-checked all media tickets to ensure that they corresponded to the drawings and the actual seats
- Coordinated the line up distribution and match statistics procedures
- Assisted in managing the stadium media centre, media tribune, mixed zone and press conference room

Sports Reporter

Ghana Broadcasting Corp. (Obonu 96.5fm), Tema

Jan 2007 – May 2010

- Wrote sports stories and presented live on radio
- Reported news and events from locations to the radio station
- Present the English edition of sports commentary

Volunteer Election Correspondent

Multimedia Group of Companies (Joy 99.7fm), Accra

Dec 2008

- Computed and tallied Ghana's 2008 parliamentary and presidential election results
- Edited text messages from listeners as part of the production crew
- Provided support to newsroom personnel

PROJECTS/RESEARCH

- Developed a marketing plan for a hypothetical bottle water industry in Ghana Aug-Dec 2010
- Developed a competitive strategy plan for a hypothetical real estate industry in Ghana Aug-Dec 2010
- Developed the Ghana Recycling Project: To create a recycling culture within the Ashesi community and beyond Mar 2009
- Developed the Ashesi Student Endowment Fund: To meet the financial needs of students in Ashesi Dec 2009
- Analyzed the financial statement of Standard Chartered Bank in financial accounting class Dec 2009

CO-CURRICULAR ACTIVITIES/VOLUNTEER WORK

- Executive Chairman, Databank Universal Economic School(DUES) Club , Ashesi University Nov 2009-Nov 2010
- Mentor, Young Leadership Mentorship Programme, Databank Foundation Nov 2009-Nov 2010
- Community Service, Village of Hope Orphanage October 2010
- Volunteer, Mkhanyiseli Public Primary , South Africa July 2010
- Organising Committee 2010 FIFA World Cup South Africa , Cape Town, S.A June -July 2010
- Volunteer, Carter Centre African Regional Conference on Right for Access to Information Bill February 2010
- Organizer of Editorial Board, Koforidua Secondary Technical School June 2005-2006

OTHER SKILLS

Computer Skills: Proficient with Microsoft Word, Excel, PowerPoint and Visual Basic 2005.

Language: Strong public speaking, writing and communication skills; Translated interviews from French, Spanish, German and Portuguese into English for FIFA.Com using a remote translation system

Priscilla Owusuaa Opoku

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priscilla.opoku@ashesi.edu.gh

OBJECTIVE

Seeking a challenging position that meets my capabilities, knowledge, education and experience in Business Administration that would enhance the company's brand position, profitability and its over-all objectives

EDUCATION

ASHESI UNIVERSITY COLLEGE, BEREKUSO

Expected date of graduation Jun 2012

Bsc. Business Administration

Relevant Courses

Investments	Operations	Marketing, International Trade& Policy	Managerial Accounting
Business Law	Brand Management	Organizational Behaviour	Finance Real Estate
Competitive Strategy	Negotiation	Corporate Finance Leadership	

WASSCE

WESLEY GIRLS' HIGH SCHOOL, CAPE COAST, CENTRAL REGION

Jun 2007

WORK EXPERIENCE

Channel Development

Vodafone Gh. Ltd, Airport

May - Jun 2011

- Visited established businesses (Hotels & Restaurants) to inform prospective customers about Vodafone Wireless Fidelity Connection
- Promoted and sold Wi-Fi to prospective customers in a highly competitive market
- Enlightened customers on the benefits of Wi-Fi over broadband
- Designed proposals for each customer
- Explained contract to customers

Sales& Marketing

Somotex Ghana Ltd. Accra

May-Jun, 2010

- Researched consumer preferences of Philips products
- Educated customers on products available for sale

Sales& Marketing/ Human Resource

African Regent Hotel, Aiport

May-Jul, 2009

- Served as secretary to the General Manager
- Took minutes of meetings
- Modified and added to the hotel's website
- Organised promotions and advertisements
- Prepared overtime allowance, hospital and leave letters for staff

Secretary

Webster Link Travel & Tours, Dansoman

Dec 2007-Feb 2008

- Assisted clients with travel and tour issues and visa applications
- Booked and cancelled flights for clients
- Organized and typed and compiled documents

PROJECT/RESEARCH

Industry Analysis and Company Evaluation of GOIL Ghana Ltd	Jan-May 2011
Business plan for a chosen business idea. (The Ranch Chalets)	Jan-May 2011
Marketing Plan for a chosen business idea. (Baobab, Royale Hotel, The W Hotels)	Aug-Dec, 2010
Analysed the organizational behaviour of Chase Petroleum Gh. Ltd.	Mar-Apr 2010

VOLUNTEER/COMMUNITY SERVICE/CO-CURRICULAR ACTIVITIES

- Rotaract Club (Ashesi University College) Aug 2009-Jan 2012
- African Renaissance Movement (Ashesi University College) Aug 2009-Jan 2012
- Teacher, Rangoon Basic School, Danquah Circle, Accra Jan-May 2009/2010
- Volunteer, HelpAge Ghana, Bubuashie, Accra Sept-Oct 2010
- Volunteer, United Nations Conference On Trade And Development XII April 2009
 - Organized & distributed meeting packages for delegates & waited on meetings
 - Ushered delegates to their respective conference rooms
- Career Peer Advisor (Ashesi University College) Feb 2009- Sept 2009

QUEENIE ADWOA DANKWA

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E-MAIL: queenie.dankwa@gmail.com

OBJECTIVES

To attain a position in a competitive organization where I can take initiative and apply my problem solving skills in challenging situations to help organization achieve its objectives.

EDUCATION

Ashesi University College

BSc. Business Administration

Accra, Ghana

Expected Date of graduation: June, 2012

Relevant Courses

Competitive Strategy
Financial Accounting
Leadership Seminars

Service Marketing Brand Management
Micro & Macro Economics Corporate Finance

Managerial Accounting,
Negotiation

WASSCE

Aburi Senior High School

Sept 2004 – June 2007

PROJECTS AND RESEARCH (ASHESI UNIVERSITY)

Competitive Strategy

Aug – Dec 2011

- Worked in a team to develop a research based competitive strategic plan for affordable housing in Ghana

Corporate Finance

Aug – Dec 2011

- Evaluated a business idea to ascertain value of its shares

Strategic Brand Management

Jan – May 2011

- Worked in a team to design a brand for a business idea
- Developed a marketing plan for the brand with team members

WORK EXPERIENCE

Summer Intern: Marketing

Rocksters Roofing Systems

Jul – Aug 2011

Sales Executive

- Checked customer account records
- Educated customers on products
- Assisted in marketing products
- Cashiered and issued receipts

Human Resource Assistant

Rocksters Roofing Systems, Accra

Jun – Aug 2010

- Assisted in scheduling candidates for interview
- Assisted in interviewing applicants and in short listing applicants

CO-CURRICULAR ACTIVITIES

Ashesi University College

- Volunteer Ashesi Brand and Service Fair March 2011
- Member, Finance Committee Ashesi Student Council Jan – Dec 2011
- Volunteer, community service Zonta Club – Shelter for Abused Children April 2010

OTHER SKILLS

- Intermediate in Microsoft Excel, PowerPoint and Word
- Lead class discussions and presentations

REBECCA MAAME INKUMSAH

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Teshie-Nungua Estates, Accra

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rebecca.inkumsah@ashesi.edu.gh

OBJECTIVE

Seeking a challenging position as an entry level for full time in a financial institution to develop my career in banking and investment and facilitate maximizing the firms value as well as company profit

EDUCATION

Ashesi University College, Berekuso **Aug 2008 – present**
BSc. Business Administration

Relevant Courses

International finance	Investment	Calculus	Managerial Accounting
International trade & policy	Financial accounting	Corporate finance	

Cumulative GPA: 3.72 (Dean's List 2009 - present)

Office User Certificate **IPMC Accra, Greater Accra** **Jan – Feb 2008**

Courses: Microsoft Word, Microsoft PowerPoint, Internet designing, Microsoft Excel

Wesley Girls' High. Cape Coast, Central Region (WASSCE – General Arts) **Sept 2004 – June 2007**

Relevant Courses: Economics, Core & Elective Math

WORK EXPERIENCE

Summer Intern **Standard Chartered Bank, Accra** **May – Jul 2011**
Global Corporates Div

- Assisted in preparing BBAs for company clients
- Rotated on various desks in the Consumer Banking Division
- Conducted online research on prospective and existing clients

Spring Intern **Goldman Sachs International, London** **Apr 2011**
Securities Division

- Rotated on various desks on sales and trading floor
- Prepared an individual presentation and pitched a trade on buying TESCO shares
- Designed a group project on pricing a block trade

Editorial Board Member **L'aine Services Ltd.** **Jul – Aug 2009**
(HR Focus Magazine Maiden edition)

- Canvassed for advertisement, secured several adverts for the magazine
- Covered Ghana Club 100 event and wrote an article for the magazine
- Conducted online researching for Business Magazine

Customer Care Receptionist **MTN Ghana, Head-Office;** **May – Aug 2007**

- Resolved client's complaints about telecom products and services
- Screened internal calls and transferred calls
- Prepared business summaries for distribution at meetings

LEADERSHIP AND EXTRA-CURRICULAR ACTIVITIES

Vice President – ARM (African Renaissance Movement) **Feb 2010– present**

Help Age Ghana – collated data on aged pension schemes and visited some of the members

Mentor: Data Bank Young Leaders Mentorship Program (YLMP) **Dec 2009 – Jun 2010**

MTN – '21 Days of Yellow Care' – showing love to the needy, repainting public schools, directing traffic **June 2008**

OTHER SKILLS

Language: Intermediate French as well as good Typing skills. Proficient computer skills (In Microsoft Excel, word, Power point and Outlook)

REINDOLF AMPOFU

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OBJECTIVE

To apply skills and knowledge gained in accounting, investment and finance in an organization that draws on strong work ethic.

EDUCATION

Ashesi University College **Berekuso, Eastern Region**
BSc. Business Administration Expected date of graduation May 2012

Relevant courses – Quantitative Methods, International Finance, Investment, Human Resource Management

Achimota Secondary School **Achimota, Accra**
West African Senior Secondary School Certificate (General Science) September 2004 – May 2007

ACHIEVEMENTS/AWARDS

Dean's List **Ashesi University College** 2011
• Comprises students with GPA of 3.5 or higher in a particular semester

House Bank **Guggisberg House (Achimota)** 2007
• Stored and lent out money to housemates with interest

WORK EXPERIENCE

IT Department Assistant **Ashesi University College** February 2011 – December 2011
Berekuso, Eastern Region
• Supervised campus ICT labs and helped maintain ICT equipment

PROJECT/RESEARCH

Group Project **Pioneer Kitchenware Limited** January – May 2011
Accra, Greater Accra
• Evaluated the overall business performance and valued the stock of the firm

Individual Project **DownloadBay Limited** January – May 2011
Accra, Greater Accra
• Developed a business plan for a hypothetical data download centre

VOLUNTEER ACTIVITIES

Community Service **Center for Abused Children** October 2010
Accra, Greater Accra
• Counselling and educating traumatised children

CO CURRICULAR ACTIVITIES

Member Achimota Chess Club September 2004 – May 2007

OTHER SKILLS

Computer Skills: Proficient in Microsoft Word, Excel and PowerPoint
Good Verbal and written communication skill

Sonia Awedoba Adda

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Sawedda8@gmail.com/sonia.adda@ashesi.edu.gh

OBJECTIVE

To secure a position in a highly competitive organization that stresses on strong work ethic to demonstrate and improve my knowledge in finance and help the company achieve its financial objectives.

EDUCATION

BSc Business Administration **Ashesi University College** 2008 - 2012

Relevant courses:

International Finance	Real Estate	Investments
Organizational Behaviour	Leadership	Business Law
Corporate Finance		

ACHIEVEMENTS

Dean's List (3.5 and above) **Ashesi University College** August 2008- Dec 2011

WORK EXPERIENCE

Summer Intern **Donewell Insurance Company Limited** June- August 2010

- Issued first time insurance and renewed old ones
- Personally assisted branch manager
- Tutored other interns on general insurance business
- Entered customer information into company database

ACADEMIC PROJECTS/RESEARCH

Business Proposal- Eden's Day Spa and Resort **Ashesi University College** December 2011

- Developed a business proposal for starting and running a day spa in Ghana

Equity valuation- GOIL **Ashesi University College** April-May 2011

- Reviewed financial performance (2005-2009) and generated a 5 year financial projection based on the concept of free cash flow to the firm (FCFF)

Social problem project- water supply in Ghana **Ashesi University College** April 2010

- Researched the state of water supply in Ghana and proposed ideas on how to conserve/recycle water

Marketing plan for a virtual company **Ashesi University College** Nov-Dec 2010

- Prepared a marketing plan for a virtual real estate company that provide hostel facilities in Ghana

CO-CURRICULAR ACTIVITIES

Executive Member- African Renaissance Movement **Ashesi University College** August 2009- December 2011

VOLUNTEER EXPERIENCE

Volunteer **Rangoon Camp School- Accra** August 2009- August 2010

Community Service **Elavanyo Basic School- Ada** October 2010

Volunteer **Ashesi Research Fair** April 2010

OTHER SKILLS

Conversant with Microsoft office basics

Good speaking and communication skills (speaker at most group presentations in class)

Good at working in teams (leader of interns during summer internship)

Victoria Animwaa Anim

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OBJECTIVE

To work in an organization that challenges me my knowledge in Competitive Strategy and Marketing to promote product brand while improving my skills

EDUCATION

ASHESI UNIVERSITY COLLEGE

Berekuso, Eastern Region

BSc. Business Administration

Expected date of graduation May 2012

Relevant Courses

Financial Accounting

Managerial Accounting

Microeconomics

Macroeconomics

Negotiation

Competitive Strategy Marketing

CO – CURRICULAR ACTIVITIES

Volunteer

Village of Hope, **Gomoa Fetteh, Central Region**

September 2010

- Taught English, R.M.E. and Mathematics to students in class three based on course syllables

WORK EXPERIENCE

Petty Cashier & Receptionist

Ghana Institute of Linguistics,

May – June 2011

Literacy & Bible Translation, Accra

- Managed imprest for each month and raised vouchers for expenses at Guest House
- Recorded expenses and income earnings for each month and balanced both accounts
- Made reservations for guests through phone, internet and personal meetings
- Organized conferences held in conference room

Teaching Assistant

Star Junior High School, Tema

June – July 2010

- Taught basic French to junior high students
- Recorded end – of – term assessment of junior high students in Pre – Vocational Skills
- Graded final examination and class test scripts in Pre – Vocational Skills of junior high students
- Invigilated final examination of junior high students in various courses

PROJECTS/ RESEARCH

Country Policy Analysis Report on South Africa

November 2009

Project Evaluation and Feasibility

April 2010

COMPUTER SKILLS

Literate in Microsoft Office Word, Outlook, PowerPoint and Excel

LANGUAGES

English, Basic French

YVETTE OFORIWA BAWUAH

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OBJECTIVE

Seeking a challenging marketing environment with highly motivated individuals who are determined to make a positive impact in the lives of others

EDUCATION

BSC. Business Administration **Ashesi University College, Berekuso** 2008-present

Relevant Courses:

Operations management
Organizational behavior

Marketing/Service Marketing
International Trade and Policy

Quantitative Methods
Macroeconomics

WORK EXPERIENCE

Assistant Secretary, **LionHeart Events** **Cantonments, Greater Accra**
May 2011-July 2011

- Marketed company's products and services
- Suggested creative ideas for the decorations of various events
- Generated creative ideas to help improve services

Financial Intern, **Devtraco Limited** **Spintex Road, Accra**
December, 2010

- Analyzed the company's petty cash and accounted for all receipts
- Double checked all amount of payments to staff

Volunteer, **Elavanyo Basic School** **Elavanyo (Ada), Greater Accra**
October, 2 010

- Taught second graders English grammar and mathematics
- Wrote proposals for the school and suggested ways to raise revenue
- Conducted examinations of second graders

RESEARCH/PROJECTS

- Developed a marketing plan for a virtual car rental company November-December, 2010
- Analyzed the financial statements of Guinness Ghana Breweries November-December, 2009
limited in order to determine the profitability, efficiency and
liquidity of the company

OTHER SKILLS

Computer- Proficient in using Microsoft Excel, Microsoft Word and PowerPoint

CO-CURRICULAR ACTIVITIES

Member African Renaissance Movement (A.R.M) August 2009 – December 2011

Zubin Dayal Wassiamal

Number 4 Catonments Crescent

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OBJECTIVE

To obtain a Marketing, Operations or Commercial position in a reputable petroleum company to increase profit and stay competitive

EDUCATION

Ashesi University College

Berekuso, Eastern Region

BSc. Business Administration

Expected date of graduation: June 2013

Relevant Courses:

Statistics

Human Resource

Social Research Methods

Calculus

Organizational Behaviour

Design

Economics

Investment

Strategic Brand Management

Calculus

Marketing

Operations Management

International Trade Policy

Negotiation

Real Estate

Corporate Finance

Financial Accounting

Business Law

WORK EXPERIENCE

Operations Intern Cirrus Oil Ghana Limited, Greater Accra June 2011

- Co-supervised the delivery and collection of samples from Tema Oil Refinery
- Co-supervised the tracking of vessels

Intern X-fm, Greater Accra June – August 2010

- Produced and edited content for radio presenters
- Worked with reporters and presenters to produce content on multiple media platforms

CO-CURRICULAR ACTIVITIES

- Member, African Renaissance Movement, Ashesi University 2009-2010
- Teacher, Rangoon Primary School, Osu 2009-2010

INTERESTS

Soccer, Travel, Music

OTHER SKILLS

- Proficient in Microsoft Office Suite
- Language: Fluent in English
- Quick on feet
- Good team player

REFERENCES

Available upon request



**MANAGEMENT
INFORMATION
SYSTEMS
MAJORS**

ALBERTA SERWAA BOATENG

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0277834801

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OBJECTIVE

To obtain a full-time position in marketing that will challenge my skills and knowledge in marketing and branding and enable me to fully contribute to marketing and branding the of firms products

EDUCATION

ASHESI UNIVERSITY COLLEGE

BSc. Management Information Systems

Berekuso, Eastern Region

Aug 2008- Present

Expected date of graduation May 2012

- **Relevant Courses:** Marketing, Competitive Strategy, Managerial Accounting, Strategic Branding

WORK EXPERIENCE

Marketing & Sales Intern

Vodafone Group Ghana

Accra, Greater Accra Region

May 2011- Jun 2011

- Marketed and sold Vodafone's Wi-Fi product to educational institutions across the Greater Accra Region
- Recorded customer complaints and followed up to resolve issues with some Vodafone products

Administrative Assistant

Ashesi University College

Berekuso, Eastern Region

Feb 2011- May 2011

- Conducted research into various fields of studies including home schooling
- Organised yearly events and applied for sponsorship for non-governmental organisations (CofA)
- Organised educational workshops and programs for other professionals

Career Mentoring Coordinator

Ashesi University

Berekuso, Eastern Region

Nov 2009-June 2010

- Matched over 50 mentor to mentees based on common career interests
- Helped in planning and coordinated Ashesi University's career fair in 2010
- Produced monthly newsletters to discuss career-related issues with mentors and mentees

Customer Service Personnel

Merchant Bank Ghana

Accra, Greater Accra Region

June 2009-July 2009

- Marketed the bank's products and acquired thirty new accounts
- Helped customers open both personal and business accounts
- Interacted with various customers via phone and in person
- Debited accounts of customers for various bank services
- Requested and issued new cheque books and ATM cards to various clients

PROJECTS

- Marketing Proposal: For a new bottled water company in Ghana (Dec 2010)
- Business Strategy: For a new five star hotel in Ghana (Dec 2010)

OTHER SKILLS

Knowledge in java and PHP programming languages: Intermediate

Knowledge in database systems using oracle and MySQL: Intermediate

CO-CURRICULAR ACTIVITIES

Career Peer Advisor, Ashesi Career Services

Ashesi University College

Nov 2008- Present

Volunteer, COFA summer camp

Ashesi University College

July 2009-Present

Data Bank Mentoring Program

Ashesi University College

2009 - 2010

REFERENCES

Available upon Request

Bernard Nii Armah Ghartey

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benghartey@gmail.com, bernard.ghartey@ashesi.edu.gh

OBJECTIVE

Seeking a full-time position in a finance department where my knowledge of Management Information System will help provide comprehensive support for business solutions

EDUCATION

B.Sc. Management Information Systems **Ashesi University College** **Berekuso, Ghana**
Expected date of graduation - May 2012

Relevant Courses: Financial Accounting, Web Technologies, Managerial Accounting, Networks and Distributed Computing, Introduction to Finance, Economics, Competitive Strategy, E-Commerce

Chartered Certified Accountant (U.K.) **Association of Certified Chartered Accountants** **Accra, Ghana**
• Completed Part I

ACHIEVEMENTS

Dean's List (G.P.A of 3.5 or higher) Ashesi University College Dec 2008 – May 2011

WORK EXPERIENCE

Intern, Capital Planning **Newmont Gold Ghana Ltd., Greater Accra** May 2011 – August 2011

- Tracked actual monthly capital expenditure against budgeted and prepared variance analysis reports
- Facilitated cost centers prepare their authorization for expenditure documents
- Participated in Investment Review Panel sessions
- Involved in creation of the 2012 capital budget, version 1

Financial Accountant FA **GEM LTD, Greater Accra** July 2008 – Oct 2009

- Recorded financial transactions and prepared annual financial statements
- Developed a selling and distribution strategy which yielded a 12% growth in revenue

Volunteer Work/Community Service

Teaching Assistant / Mentor	Kyerekrom D/A School, Kyerekrom - Ashanti Region	Oct 18 – Oct 22 2010
Live video streaming	Accra International Marathon	Sep 26, 2010
I.T Volunteer	Google Language Translation Project	Aug 28, 2010
Volunteer	Joy FM Easter Soup Kitchen, Accra	April 2010
Teaching Assistant	Rangoon Camp 1 Primary School, Cantonments	Nov 2009 – June 2010

CO-CURRICULAR ACTIVITIES

Judicial and Electoral Council Chairperson	Ashesi Student Council	Dec 2010 – Dec 2011
Member, African Renaissance Movement	Ashesi University College	July 2009 – Sep 2010
Welfare Committee Member	Ashesi Student Council	Jan 2009 – Dec 2009

OTHER SKILLS/HOBBIES

Proficient in Microsoft Office Suite (Intermediate), Java programming (Basic), Quality presentation and writing skills, Blogging (<http://www.digitalgong.wordpress.com>), Web-technology using PHP, Football Management (Asst. Coach, Berekuso Babies FC)

REFERENCES

Available upon request

Carlos Francis Nuertey Tetteh

P. O. Box TT 363 Tema New Town

Mobile phone: 00233244154428

francis.tetteh@ashesi.edu.gh / francis.nuerteytetteh@yahoo.com

OBJECTIVE

Seeking to apply technical and creative skills in Information Technology and Business Administration to grow and transform industries.

EDUCATION

ASHESI UNIVERSITY COLLEGE

BSc. Management Information Systems

Berekuso, Eastern Region

Expected date of graduation – May 2012

COURSES:

Calculus	Dat	abase Management	I	nternational Finance	E	-commerce
Competitive Strategy		Marketing		Computer Networking		Negotiation
Entrepreneurship		Macroeconomics		Leadership Seminar		Quantitative
Methods		Operations Management	Compute	r Programming	Softwar	e
Engineering		Research Methods		Operating Systems and	Systems Administration	

INTERCOM PROGRAMMING AND MANUFACTURING COMPANY (IPMC)

Information Technology Qualified Professional (ITQP)

Tema

2007 - 2008

PRESBYTERIAN BOYS' SENIOR HIGH SCHOOL, Accra

Jun 2006

ACHIEVEMENTS

Representative, Ashesi University and Ghana: U.S. Ambassadorial Residence **Feb 2011**

- Participated in trade discussions with Deputy U.S. Trade, Ambassador Demetrios Marrantis
- Discussed value modules for bilateral trade between businesses in Ghanaian and the United States

Dean's List*

Ashesi University

Aug-Dec 2009, 2010

PROJECTS / RESEARCH

Lead Student Coordinator

Google Projects

Aug 2010

- Coordinated public relations activities for the project on campus
- Developed language interface for Ga using Google platforms
- Translated and published the Ga language to required standards in web terminologies

Macroeconomics and Research projects

Ashesi University

Feb 2010-present

- Ghana's oil find: An investigation into factors that will facilitate an escape from the "Resource Curse" and Dutch Disease phenomena
- Country and Economic Analysis: Angola's economic models and significance to development
- Review, "From Third World to First: The Singapore Story: 1965-2000"
- Company Evaluation, Unilever Ghana Limited

WORK EXPERIENCE

Research Personnel

Corporate Aims Ghana Ltd.

Jun, 2009

- Provided research information on career management and corporate settings
- Edited career management publications

Tutor and Frontdesk Personnel

LIFE College of Information Technology

Apr, 2011

- Rendered IT training to public security personnel from the Police and Prisons service
- Provided admissions information to incoming and existing students

LEADERSHIP / EXTRACURRICULAR ACTIVITIES

- | | | |
|-----------------|------------------------------|-------------------------|
| ▪ Junior Mentor | Databank Foundation (YLMP) | Aug 2009 – 2010 |
| ▪ Delegate | Africa Youth Summit | May 2010 |
| ▪ Member | Youth for the Disabled (YDF) | Apr 2009 |
| ▪ Member | Ashesi Recycling Program | Jan 2009-present |

SKILLS

Computer Skills: Proficient with Microsoft Office tools: Word, Excel, PowerPoint, Access. PhotoDraw, Publisher, Visual Basic, Java, MySQL.

Language: Fluent in English, good writing and communication skills.

Other interest: Photography, fine arts, youth forums.

*Dean's List: awarded to students with a GPA of 3.5 and higher

Gertrude Amoakohene

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+244667775

Gertrude.amoakohene@ashesi.edu.gh/mama_trudy@hotmail.com

OBJECTIVE

Seeking a challenging opportunity in a finance department that will allow me contribute positively to the company's growth and develop upon my capabilities, education and experience.

EDUCATION

Ashesi University College BSc. Management Information Systems	GPA-3.71	Berekuso, Eastern Region August 2008 – June 2012
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Relevant Courses:

Introduction to Finance	Advanced Database Systems	Negotiation	Networks
Marketing	Operations Management	software engineering	
Competitive Strategy	Quantitative Methods	Financial Accounting	

GHANA INTERNATIONAL SCHOOL

GCE A-LEVEL
Cambridge IGCSE

Accra, Greater Accra
August 2006 – June 2007
September 2004 – June 2006

ACHIEVEMENTS AND AWARDS

Dean's List	2008-2011
Ashesi Student Council Entertainment Chairperson	2011-2012

WORK EXPERIENCE

SUMMER INTERN Assisted manager in analyzing company data and making reports	GAMANK LIMITED, Accra	June-July 2011
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MARKETING INTERN Sold and marketed company products Supplied customers with hair products	SLID INDUSTRIES LIMITED, Accra	July-August 2011
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SUMMER INTERN Checking customers bank statements from call centre Solving account issues and answering general questions Monthly report writing of call centre progress	ECOBANK GHANA, Accra	July-August 2010
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INTERN Organized various workshops in Ghana such as a awareness on police brutality (Eastern Region) and individual rights (Share) Gathered statistics and wrote a newspaper article on rape and sodomy cases in Ghana, 2007-2008 Edited the Ghana Disabilities Bill Booklet Conducted surveys to document housing demolition by nature and the compensation granted Attended and reported on the United Nations Conference on Trade and Development XII	COMMONWEALTH HUMAN RIGHTS INITIATIVE, Accra	June 2007-July 2008
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SKILLS

Computer Skills –
Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Access, Microsoft Publisher
Leadership and communication skills-captain of high school football (2006)
Speaker African Renaissance Movement Launch (Ashesi University, 2008)

CO- CURRICULAR ACTIVITIES

Community Service—Rangoon Primary School (teaching 2010),
Beacon House Orphanage (teaching 2011)
African Renaissance Movement, Ashesi University (2008-2010)
Member, Ashesi Rotaract Club (2008)
P.R.O Model United Nations Conference (2006)

HENRY NII-NYAN PLANGE

Phone No.0265726591

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OBJECTIVE

To develop and maximize my skills as an MIS student to the benefit of a multicultural organization that fosters and practices strong work ethics.

EDUCATION

Ashesi University College

- BSc. Management Information System

Berekuso, Eastern Region

Aug 2008 – to present
Expected graduation: June 2012

Relevant Courses:	Operations Management	Competitive Strategy	Design
	Web Technologies	Networking	Software Engineering
	E-Commerce	Operating Systems	Database Management Systems
	Quantitative Methods	Negotiation	Marketing
	Financial Accounting	Managerial Accounting	Leadership I-IV

Sandford International School (Addis Ababa, Ethiopia)

- IGCSE Sept 2003 – Jun 2005
- IB Certificate Sept 2005 – May 2007

ACHIEVEMENTS

- Dean's List (GPA of 3.5 and above) Dec 2010, Dec 2009, Dec 2008

PROJECTS/RESEARCH (ASHESI UNIVERSITY COLLEGE)

Entrepreneurship I & II

- Business plan for a chosen entrepreneurial idea Aug 2011 – to present

Marketing

- Marketing plan for a business idea (Baobab Beach Resort) Jan – May 2011

Web Technology

- Web-based health management system for a community Jan – May 2011

Software Engineering

- Web-based inventory management system for Ashesi University Aug – Dec 2011

VOLUNTEER EXPERIENCE

Rangoon Basic School

- Taught 6th graders English & mathematics Aug – Dec 2009

CO-CURRICULAR ACTIVITIES

Ashesi University College

- Community service for African Renaissance Movement (ARM) Aug 2009 – to present

SKILLS & INTERESTS

- Fluent in English with strong writing skills
- Programming language PHP, JAVA
- Database management
- Proficient in Microsoft Word, Excel, Outlook and PowerPoint

Kobby Asante-Appiah

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Kobbz.asante@gmail.com

OBJECTIVE

To develop critical thinking in teamwork, management and expertise as a MIS student, in order to grow and gain experience in a multinational company.

EDUCATION

ASHESI UNIVERSITY COLLEGE

BSc. Management Information Systems

Relevant Courses:

Marketing
Micro and Macro Economics
Entrepreneurship I, II

Di

screen Mathematics
Web Technology

Berekuso, Eastern Region

2008 – 2012

Quantitative Methods
Operations Management

CRAWFORD COLLEGE, PRETORIA

National Senior Certificate and Victorian Curriculum and Assessment Authority Certificate

Pretoria, South Africa

2004 - 2006

ACHIEVEMENTS/AWARDS

Dean's List 2010

Top ten in South African Regional Business Game 2005

PROJECTS/RESEARCH (ASHESI UNIVERSITY COLLEGE)

Entrepreneurship I & II

- Business plan for specific entrepreneurial idea

Accra, Greater Accra

Aug 2010 – present

Software Engineering

- Web-based human resource management system for Ashesi HR manager

Accra, Greater Accra

Aug 2011 – Dec 2011

Marketing

- Marketing plan for business idea (Baobab Beach Resort)

Accra, Greater Accra

Aug 2010 – Dec 2011

Web Technology

- Web-based health management system for a community

Accra, Greater Accra

Jan 2010 – May 2011

WORK EXPERIENCE

Consultant Accra

- Propose new business and marketing strategy
- Propose change in human resource management and organizational structure
- Assist sales cashier

Mall Pharmacy

Accra, Greater Accra

Jul 2010 – present

Summer Intern

- Assisted financial managers in sorting information and answering calls
- Assisted agent in facilitating financial orders between customers and banks
- Handled customer complaints
- Performed managerial activities and made bank transfers

Money Systems

London, England

Jul – Aug, 2008

OTHER SKILLS

Communication—Tutor in Math, Science and English at Rangoon Basic School, Osu

Computer—Efficient in MS office, database and web technology management

Leadership—Obtained a large donation from Game Shopping Centre to paint Rangoon Basic School
As team leader, ranked 7th in South African Regional Business Game

CO-CURRICULAR ACTIVITIES

African Renaissance Movement Club (ARM), Ashesi University

- Perform community service
- Donor contribution to the club

Berekuso

Aug 2009 – present

LOIS NAA LAMILEY AKOTO-LAMPTEY

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E-mail: loisal2@gmail.com/loisal3@live.com

OBJECTIVE

A determined and hardworking individual seeking a position in Operations Management

EDUCATION

ASHESI UNIVERSITY COLLEGE

Bsc. Management Information Systems

Berekuso, Eastern Region

Expected date of graduation: Jun 2012

Relevant courses: Operations Management Organizational Behaviour Advanced Database Systems
Statistics Quantitative Methods Managerial Accounting

HOLY CHILD SCHOOL

General Arts

Cape Coast, Central Region

Sept 2004 – Jun 2007

ACHIEVEMENTS

Best Analysis of "Clothes of Nakedness" **Ashesi University College** Feb 2011
Lee Nusich Scholarship **NAPE Foundation** 2009 - 2011
Best Behaved Student **Holy Child School** Mar 2006 & May 2007

WORK EXPERIENCE

Career Service Intern **Ashesi University College, Berekuso** **Jun – Aug 2011**

- Managed the career service website and its LinkedIn account
- Created a database of career service contacts & MBTI codes of students
- Interacted with career service clients via phone & in person
- Wrote weekly reports & helped recruit Ashesi Alumni to participate in a research project

Writing Centre Tutor **Ashesi University College, Berekuso** **Sept 2010 – May 2011**

- Helped students organize and edit their essays

Assistant Office Coordinator **NAPE Foundation, East Legon** **May – Aug 2010**

- Assisted NAPE Foundation in preparing for its 1st fund raising dinner in Ghana and its leadership seminar
- Created a database of educational institutions in Ghana and churches in Oregon State, USA
- Assisted in writing a training manual for the Okantey Car Rental Group office and administrative staff

Admissions Assistant **Ashesi University College, Berekuso** **Oct 2008 – May 2009**

- Answered admission queries from prospective students and parents
- Packaged and sold admission forms to prospective students and parents
- Entered admission related information into Excel database
- Compiled admission packages for admitted students

OTHER SKILLS

Knowledge of Word Press, Joomla, Photoshop, MySQL, Oracle, Java, Visual Basic, pHp, XML, Html, SPSS, Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Microsoft Access & Microsoft Outlook

COMMUNITY SERVICE/VOLUNTEERING

Volunteer, Orphanage **Beacon House** Mar 2011
Volunteer, NGO **NAPE Foundation** Feb – Nov 2010
Hostel Representative **Ashesi University College** Jan 2009 – May 2010
Career Peer Advisor **Ashesi University College** Jan 2009 – present

CO-CURRICULAR ACTIVITIES

Web Management Assistant **NAPE Foundation** Nov 2011 - present
Delegate **UNESCO Center for Peace, USA** Jul 2011
Member, Photography Club **Ashesi University College** Jan 2011 - present
Editorial Board Member **Ashesi University College** Jan 2011 - present
The College Peer Magazine
Member, Astrient Women's Foundation **Ashesi University College** Sept 2008 – present

REFERENCES

Available upon request

MAUREEN BINEY

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OBJECTIVE

To obtain an entry-level position in an organization that will challenge and help develop my skills and knowledge in Information Technology and to add value to the organization's IT department.

EDUCATION

BSc. Management Information Systems ASHESI UNIVERSITY COLLEGE, BEREKUSO Aug 2008 - present

Diplome d'étude en langue Francais (DELF) ALLIANCE FRANCAISE D'ACCRA Aug 2007 - Aug 2008

ACHIEVEMENTS

Best Group Research Ashesi University College – Social Research Methods (March 2010)

Female Sports Personality of the year Ashesi University College (November 2010)

RELEVANT WORK EXPERIENCE

Web and Applications Developer Intern Ashesi University College, Berekuso Jun - Aug 2011
Computer Science Department

- Developed part of a Health Information System (HIS - web application)
- Researched on similar existing applications

Marketing and IT Intern Creative Trends, Accra Jan - Aug 2011

- Created Facebook accounts for the company's products
- Organized a women's fair (International Women's Fair 2011)
- Wrote articles for the women's fair magazine
- Conducted bank transactions for the company

IT intern & Office Assistant Eagle Star Company Limited, Accra Dec 2010 - Jan 2011

- Organized board meetings and general meetings
- Configured laptops to the Outlook server
- Typed letters and made photocopies of important company documents
- Filed and bound company documents
- Collected and distributed post mails to staff

Writing Resource Centre Student Tutor Ashesi University College, Berekuso Aug 2009 - May 2011

- Edited student essays
- Proofread student essays
- Wrote articles for the school bulletin and the school website (URL: <http://bit.ly/yYiY84>)

SKILLS

Computer

- Competency in Microsoft Office Applications (Word, Excel, PowerPoint)
- Basic knowledge of configuration of laptops and personal computers to the Microsoft Exchange server
- Knowledge in PHP, JAVA, MySQL programming languages
- Basic knowledge in Oracle SQL

Foreign Language

- Intermediate level French (Oral and Written)

Written and communication skills

- Tutoring students at the Writing Centre and writing articles

PROJECTS

Group Research on "The deplorable condition of commercial vehicles ('tro-tros') that ply the Osu-37 road."

Health Information System (Web Application)

Inventory Management System (Web Application) for Ashesi University College

LEADERSHIP / EXTRA-CURRICULAR ACTIVITIES

Volunteer, Sickle Aid Ghana (October 2010 - present)

Member, Ashesi Students Council Sports Committee, Ashesi University College, (August 2009 – August 2010)

Member, Africa Renaissance Movement (ARM), Ashesi University College (August 2008 - present)

Basketball team, Ashesi University College (Sep 2008 - present)

NANA YAW NKETIA

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OBJECTIVE

Interested in a role in helping create finance, fixed income and securities products for profit maximization for a banking and investment oriented firm with a strong commercial focus and international orientation

EDUCATION

ASHESI UNIVERSITY COLLEGE

BSc. Management Information Systems (MIS)

Accra, Greater Accra

Expected date of graduation Dec 2012

RELEVANT COURSES:

BUSINESS STRATEGY

QUANTITATIVE METHODS

STATISTICS

MACRO AND MICROECONOMICS

INTRODUCTION TO FINANCE

OPERATIONS MANAGEMENT

TEXT AND MEANING

COMPETITIVE STRATEGY

FINANCIAL ACCOUNTING

PRESBYTERIAN BOY'S SENIOR HIGH SCHOOL (PRESEC, LEGON)

Senior Secondary School Certificate

Accra, Greater Accra

September 2002- June 2005

WORK EXPERIENCE

Barclays Bank Ghana (Head Office)

Retail Banking Unit (SUMMER INTERN)

Accra, Ghana

June-August 2011

- Worked on the credit remediation project with business development manager
- Hands-on exposure to developing retail products; worked with Head of retail
- Conducted spread sheet cash summaries
- Balanced automated teller machines transactions accounts
- Conducted snap checks
- Processed checks for clearing

GOLDMAN SACHS SPRING INTERNSHIP (SECURITIES DIVISION)

Fixed Income, Currency and Commodities (SPRING INTERN)

London, United Kingdom

April 2010

- Introduced to the workings of an International Investment Bank and its structures
- Gained first-hand knowledge of the operation of international financial markets
- Worked on a team project to predict trends on some European bonds ending with a final presentation

OTHER SKILLS AND TRAINING

- Investment, trading and portfolio management: President Presec Investments Club, Online Forex Trading
- Advertising and Marketing skills: Head of Advertising and Marketing Presec editorial Board
- IT & Programming: Windows OS, MS Office (Word, Excel, Access, PowerPoint), VB2005, Java, HTML
- Writing: Editor Presec Editorial Board, Editor College Peer Magazine.
- Training: Anti-Money Laundering, Automated Teller Machines (ATM) Operations

EXTRA-CURRICULAR ACTIVITIES

- Co-founder and Fundraising director-Readworm February 2010-Present
- Delegate Ghana Model United Nations Conference March 2010
- Member, National Society of Black Engineers(Ashesi chapter) May2009-Present
- Member Finance Committee of Ashesi students council March 2009-Present
- President Presec Investments Club May 2004-April 2005

NII MOTHEY ADIELSON-ADDO

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OBJECTIVE

Diligent and proactive individual desires a challenging position in information systems where my enthusiasm can be utilized to achieve the goals of a growing organization and foster professional development

EDUCATION

ASHESI UNIVERSITY COLLEGE

BSc. M.I.S.

Accra, Greater Accra

Expected Graduation Date June 2012

Relevant Courses:

Entrepreneurship | Marketing | Software Engineering | Competitive Strategy
Web Technologies | Social Theory | Networks & Distributed Computing | Social
Research Methods | E-Commerce

ACHIMOTA SCHOOL

West African Secondary School Certificate Examination (WASSCE)

Accra, Greater Accra

June 2006

WORK EXPERIENCE

IT Manager

Adielson's Services

Accra

- Setup office computer equipment
- Responsible for smooth running of the office network
- Propose and implement suitable software to be ran on office computers

Feb 2011 – Present

Intern

U.S. Commercial Service

Accra

- Updated client database of the company
- Coordinated appointment schedules for visiting U.S. trade mission companies
- Provided information on business conditions and market issues in Ghana
- Liaised with visiting U.S. companies for trade seminars and events
- Recruited Ghanaian companies for trade missions to the U.S.

Feb – Dec 2010

Student Intern

Ashesi University Computer Lab

Accra

- Supervised the efficient use of resources in the lab
- Performed troubleshooting of lab equipment
- Ensured that students abided by the lab regulations
- Presented weekly report to the IT department

Sept - Dec 2008

OTHER SKILLS

Communication — good English writing skills and ability to articulate thoughts and ideas to others: Gave several presentations based on a business idea during my Entrepreneurship course

Computer — proficient skills in Microsoft Word, Excel, Outlook and PowerPoint

CO-CURRICULAR ACTIVITIES

Founding member and first president of the Ashesi branch of Students In Free Enterprise (SIFE)
Opposition scout for Red Army Football Club (amateur Ashesi University football club)



COMPUTER SCIENCE MAJORS

Abdourahmane Toure

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OBJECTIVE

Seeking a challenging position in I.T where my skills and knowledge will be useful and also an opportunity to gain experience and further my career while applying them in the best interest of your company

EDUCATION

ASHESI UNIVERSITY COLLEGE

Berekuso, Eastern Region

Bcs. Computer Science

Expected date of graduation May 2012

Relevant Courses:

Programming	D	atabase Management	Leadership
Quantitative Methods	We	b technology	Negotiation
Finance	H	uman Computer Interaction	Social Research

WORK EXPERIENCE

Administrative Assistant

New Askia Group, Guinea Conakry

July-October, 2009

- Oversaw general office coordination
- Assisted duties assigned by CEO
- Assisted in computer related duties

PROJECTS/RESEARCH

- Capital Budgeting preparation
- Policy Proposal and recommendations for improving and stabilizing economic conditions
- Research on the negative effect of Entertainment on the sex life of the youth in Ghana
- Research and Creative Problem Solving in Solid Waste Management in Accra
- Development of Mobile application for the future in partnership with Mozilla
- Implementation of web-based Health Management System

VOLUNTEER WORK

Volunteer

Fit4Life Internet Streaming Team

September 2010

- Worked in team to stream the fourth annual Accra marathon live on the internet
- Helped plan and implement internet streaming with very basic equipment
- Helped capture the Accra marathon for internet streaming

Volunteer

Kanda International Primary and Junior High School

March 2010

- Taught children French
- Helped implement clubs in the school

CO-CURRICULAR ACTIVITIES

Member, Ashesi Research and Development Club

June 2009-present

Member, Ashesi Business club

April 2010-present

Knowledge, Skills and Abilities

Certified in Networking, MCSC.

Good in Microsoft Word, Excel, Power point

Language: Good in written and verbal communication in French, English, intermediate in Chinese

INTEREST

Reading, networking, traveling, cooking, sky diving, bungee jumping, learning about other cultures

Ariel S. Taylor

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OBJECTIVE

To work with companies to create quality user interface designs that improve advertising and marketing of products and services.

EDUCATION

ASHESI UNIVERSITY COLLEGE

BSc. Computer Science

Berekuso, Eastern Region

August 2008 to present

Expected date of graduation June 2012

- **Relevant Courses:** Human Computer Interaction Web Technologies Design
Operating Systems Software Engineering Networking

WORK EXPERIENCE

Youth Coordinator Helping Africa By Establishing Schools at Home and Abroad (NGO) **Atlanta, Georgia**
March 2003 – Present

- Mentored African-American youth participants visiting Ghana and other African countries
- Liaised with ground supervisors and staff
- Advised participants on the cultural norms and traditional protocols of Ghana
- Helped facilitate workshop for staff, supervisors and youth participants

Secretary MOUDF (NGO) **Atlanta, Georgia and Ghana W. Africa**
April 2003 – Present

- Manage daily office duties
- Maintain records of board of directors' meeting minutes; in charge of sending out e-mail memorandums to staff
- Prepare and procure monthly expense reports

Apprentice Artist Art @ Work **Atlanta, Georgia**
May 2003 – June 2003

- Designed, created, and marketed original works of art to learn the fundamentals of business and entrepreneurial aspects of art

Product Quality Technician SALIFU's **Accra, Ghana**
January 2006 – June 2006

- Insured package uniformity and product consistency for Shea Butter and Black Soap product line.
- Conducted random batch sampling
- Worked with distribution manager and retail display coordinator to ensure quality representation of products at after delivery

CO-CURRICULAR ACTIVITIES

Member, Entrepreneurs Club (Ashesi) Jan 2009 – March 2009

OTHER SKILLS

Proficient with Microsoft Word, Excel, PowerPoint, Adobe Photoshop, Corel Paint, HTML/XHTML, Java, JavaScript, PHP, SQL, XML/XSL, Visual Basic

Language: Fluent in English with strong writing and oral communication skills

REFERENCES

Available upon request

AUGUSTUS TETTEY ARTHUR

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OBJECTIVE

To work in an exhilarating environment that would widen my scope of experience not only in the computer industry but possibly in totally distinct careers and add insight and value to any role I am given

EDUCATION

ASHESI UNIVERSITY COLLEGE

BSc. Computer Science

Berekuso, Eastern Region

August 2008 – June 2012

- **Relevant Courses:** Java Operating Systems Data Structures C++
Statistics Quantitative Methods Adobe Illustrator Adobe Photoshop Software Engineering
Engineering Database Management Systems VHDL

ACHIMOTA SENIOR HIGH SCHOOL, ACHIMOTA

General Science

Accra, Greater Accra

September 2004 – July 2007

WORK EXPERIENCE

Intern

Stanbic Bank Ghana

July-August, 2011

- Represented Stanbic Bank as the Banks representative for unsecured loan scheme with Accra Brewery Limited

Meltwater Entrepreneurship Sch. of Tech.

Scholar Scholarship Recipient

August, 2011

- Coordinated activities between Ashesi and MEST to help create awareness of the need for entrepreneurship

Fundraising Coordinator

Ashesi Student Scholarship

December-November 2011

- Created the package that outlined the framework and resulted in the final activation of the fund
- Oversaw the first scholarship process
- Raised GHS 3000 within 5 months

Administrator

Techy Consult, Accra

February-May 2011

- Coordinated operations, class schedules and stood in for principal.

Teaching Assistant

Ridge Church School, Accra

2008

- Collated grades of three classes for an academic year and helped three teachers with instruction

LEADERSHIP AND VOLUNTEER EXPERIENCE

Vice President, Harvard University Africa Development Initiative (**ADI**) Ashesi University 2011-2012

Vice President, Ashesi Student Council, (Student Representative Council) 2010-2011

Chairman, Ashesi Student Endowment Fund Board 2010-2011

Clubs Coordinator, Ashesi University College 2010-2011

Boy's Classrooms Prefect, Achimota School 2007

OTHER SKILLS

Graphic Design:

Skillful with graphics generating software (Corel Draw, Adobe Photoshop, Adobe Dreamweaver)

Microsoft Publisher

INTERESTS AND HOBBIES

Technology: Ardent follower of technology

Passionate About: Graphic Design-Graphic designer for the Ashesi Student Council.

DIANA AKRONG

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OBJECTIVE

To find a very challenging position that would enable me to apply my skills in user experience and design effectively and ultimately help the company to achieve its goals.

EDUCATION

ASHESI UNIVERSITY COLLEGE

Cumulative GPA: 3.51

Accra, Greater Accra

BSc. Computer Science

August 2008 – present

Relevant Courses

Discrete Structures and Theory	Database Management	Data Structures and Algorithms	Web Technologies
Human Computer Interaction	Software Engineering	Advanced Database Systems	Operating Systems
Networks	E-Commerce	Calculus	Java
VLSI	Computer Organization Architecture		C/C++

ACHIEVEMENTS/AWARDS

Student Personality for the 2010-2011 Academic Year

Meltwater Entrepreneurial School of Technology Scholar

December 2011 – May 2012

Dean's List (GPA of 3.5 in a semester)

August 2008 – May 2010

WORK EXPERIENCE

IT Intern

National Petroleum Authority

July – August 2011

- Worked in the IT department of the company
- Helped resolve basic computer and network problems
- Updated the Authority's web content

Google UX Africa Team

Ashesi University College

April 2011

- Interviewed people to find out how people buy, sell and find jobs online in Ghana
- Told people more about Google Trader
- Suggested ways to make Google Trader's design look more professional and encourage more Ghanaians to use it.

Student Tutor

Math Resource Center, Ashesi University College

August – December 2009

- Taught students
- Assessed students with quizzes

EXTRA-CURRICULAR ACTIVITIES

Peer Educator

Ashesi University College

April 2010 – present

- Educate peers on HIV/AIDS
- Distribute condoms and demonstrate their use

Partner

The SIMMAK Group

March 2011 – present

- Ensure that the group's software is user friendly
- Design the interface of the software that the group makes
- Market the group's software

Community Service

Presbyterian Basic School, Old Ningo

March 2011

- Taught primary and J.H.S children ICT

Community Service

Rangoon Primary School

August 2009 – May 2010

- Taught primary children English, Mathematics and Science.
- Raised funds to renovate the school

Volunteer

Osu Library

May 2009

- Taught art and crafts to children who came to use the library

OTHER SKILLS

- Intermediate proficiency level in speaking and writing French
- Quantitative Skills

Diana Dayaka Osei

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OBJECTIVE

Seeking a challenging position in a dynamic, multi-cultural and technology-driven firm where my skills and knowledge in writing and in software will be useful to its growth

EDUCATION

ASHESI UNIVERSITY COLLEGE

Berekuso, Eastern Region

BSc. Computer Science

Expected date of graduation, June 2012

Cumulative GPA: 3.26

Relevant Courses: Leadership Seminars Software Engineering Social Research Methods
Creative Problem Solving Expository Writing Java Programming Human Computer Interaction
E-Commerce

Thesis: Improving Ghanaian Sign Language instruction with technology

ACHIEVEMENTS/AWARDS

Educational scholarship	Educational Pathways International	Aug 2008 – May 2012
First Place Winner, Essay Competition	Ashesi University College	Feb 2011
Representative for Ashesi	TEDxYouthInspire	Apr 2010
Exchange program scholarship	American University of Rome	Jan 2010
Dean's List (Students with GPA of 3.5 or higher)	Ashesi University College	Aug – Dec 2010
Academic Representative	Ashesi Class of 2012	Aug – Dec 2008

WORK EXPERIENCE

Campus Coordinator	Worldreader iRead Pilot Project, Accra	Jan 2011 – Mar 2012
<ul style="list-style-type: none">Recruited Ashesi students to mentor high school pupils in AdeisoReported on volunteers' activities to Ashesi Community and to Worldreader		
Editorial Intern	AFRAM Publications Ghana Limited, Achimota	Jul – Aug 2011
<ul style="list-style-type: none">Proofread and analyzed manuscriptsAssisted graphic designer in product evaluation		
Mobile Number Portability: Intern	Airtel Customer Care Department, Cantonments	Jun – Jul 2011
<ul style="list-style-type: none">Worked closely with head of department in meeting deadlinesRecorded and reported on call rates and charges		
Research Assistant	Google User Experience Africa Team from Zurich, Accra	Apr 2011
<ul style="list-style-type: none">Conducted interviews of Ghanaian business owners with one GooglerCompiled reports and pictures of research results on a shared online document		
Press Corps Leader	Ghana International Model United Nations Conference	Mar 2010 & Feb 2011
<ul style="list-style-type: none">Editor-in-Chief of the conference Journal, <i>The Delegate Buzz</i>Served on the conference Executive Committee to achieve objectives		

SKILLS

Leadership Skills

- Addressed freshman class of 2015 upon request by the Dean of Students and Community Affairs (Oct. 2011)
- Led a nine-member team for a Social Research Methods Project towards the second Ashesi Research Fair and took second place prize (Mar. – May 2010)

Writing Skills

- Contributor, Ghana Tourism Magazine Project (Dec. 2011)
- Column writer for CRAYON children's magazine
- Personal Project: Evaluated 2010-2011 Ashesi Student Handbook and Planner; worked on Ashesi Peer Educators' Constitution
- Contributed to Ashesi liberal arts core curriculum proposal
- Published expository writing essay, career book reviews and other articles on Ashesi website
- Published poem and ghost story in anthology by Young Writers, UK: *Away with words across the miles*

Other Skills

- Composed and performed the Ashesi Learning Goals song (Sept. 2010)
- Multi-lingual with English and Akan (Twi); basic fluency in French and in Ghanaian Sign Language

CO-CURRICULAR ACTIVITIES

Personal/ Research Assistant to Prof., Molaro Ogundipe, Ph.D. (Professor of English and Africana Studies); Ashesi Step Team (Founder); Ashesi Karate Club (Member); Ashesi Rotaract Club (Secretary); Readworm Club (Co-Founder); Ashesi Peer Educators (General Coordinator); Career Peer Advisors (Member); Ashesi French Club (Member)

Donald Adu-Poku

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OBJECTIVE

A self-motivated individual interested in a software development or software research position that allows me to contribute effectively to organizational goals.

EDUCATION

Ashesi University College
B Sc. Computer Science

Accra, Greater Accra
Expected Date of Graduation: May 2012

Cumulative GPA: 3.34/4.0

Relevant Courses taken:

Expository Writing, Statistics, Programming 2, Quantitative Methods, Discrete Mathematics, Data Structures, Computer Organizational Architecture, Programming 3, Design, Human Computer Interaction, Software Engineering, E-commerce, Operating Systems

Dean's List*

December 2009, May, December 2010

PROJECTS/RESEARCH

Team Member, Categorize.IT **Ashesi University** **November 2011**

- Provided viable solutions to the Ashesi Library for optimizing their work process.
- Acted as the Technical Director of the team.
- Facilitated team meetings.

Representative **Ghana** **April 2009 – September 2010**

- Firefox Student Representative
- Firefox Regional (Region Ghana) Leader

Team Member, Channel 8 **Microsoft** **June 2008 - September 2009**

WORK EXPERIENCE

Mobile Developer **Streemio.Limited** **June 2011 – August 2011**

- Built music streaming mobile application for the Symbian platform
- Researched and applied media playback optimization techniques over unreliable networks.

Developer **CoreNett.Limited** **June 2010 - July 2010**
September 2009 - December 2009

- Developed a point-of-sale payment system simulation.
- Developed a mobile payment system.
- Design of use case diagrams and scenarios for the mobile payment system.
- Built entity classes for the mobile payment system.
- Implemented database of the mobile payment system.

Writing Aid **Ashesi University College** **June 2009 - September 2009**

- Proof read, corrected essays and assisted students with their writing assignments.
- Suggested possible writing techniques and literature for references and information.

OTHER SKILLS

Programming Skills: C/C++ with Linux programming experience, MIPS Assembly, Javascript, C#, Java, PHP, MySQL

Versioning Control Skills: proficient in using software versioning control systems such as Subversion and Git.

Other skills: a blogger (dofunstuff.tumblr.com), a poet and a novelist, great writing and verbal communication skills.

* Dean's List, awarded to students with GPA's of 3.5 or higher.

ISAAC EDEM DORGBEFU

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OBJECTIVE

To join an organization where I can utilize my education, abilities and skills in Information Technology, software and web engineering and assist in its growth.

EDUCATION

ASHESI UNIVERSITY COLLEGE

BSc. Computer Science

Berekuso, Eastern Region

Expected date of Graduation: May 2012

- Relevant Courses:** Programming I/II/III HCI Data Structures & Algorithms
Robotics Mobile Web Programming Networks and Security
Web Technologies Discrete Mathematics Computer Organization & Architecture

GHANA INTERNATIONAL SCHOOL (G.I.S)

Cambridge I.G.C.S.E Ordinary Level exams

Edexcel G.C.E Advanced Level exams

Accra, Greater Accra

Sept 2000 – Jun 2007

WORK EXPERIENCE

Software Engineering Intern: Google Inc

- Developed a merchant console for Google Trader

Zurich, Switzerland

Aug 2011 – Oct 2011

Intern: Corenett Ltd

- Developed a Django web application (server and client sides)

Ridge, Greater Accra

Dec 2009 – Jan 2010

Assistant Web Developer: Roverman Productions

- Learned about the Joomla Content Management System
- Redesigned Roverman Productions' Website using Joomla modules

Accra, Greater Accra

Jun 2009 – Aug 2009

Work Study: Math Resource Center Intern, Ashesi University

- Tutored students in calculus

Labone, Greater Accra

Mar 2009 – Dec 2009

PROJECTS/RESEARCH

- Developed an Android app to scan images, process them using O.C.R and translate to a chosen language
- Implemented internet streaming for Fit4life's fourth annual Accra marathon
- Developed a web application that helps students to communicate among themselves via SMS (ongoing)
see <http://www.besisms.com>
- Designed and implemented an online cataloging system for a number of products (ongoing)
see <http://www.kantonline.com>
- Developed an automated polling and lecturer evaluation system for my Quantitative Methods project

ACHIEVEMENTS/AWARDS

Dean's List, Ashesi University College (*GPA 3.5 or higher in each semester*)

2008 – Present

G.I.S Kwame & Cornelia Piani Science Scholar of the Year

2007

G.I.S Alumni Math & Further Math Prize

2007

OTHER SKILLS

- Preferred programming language: JAVA
- Other programming languages: PYTHON, JAVASCRIPT, VISUAL BASIC, HTML, CSS, PHP, C++, ROBOTC

CO-CURRICULAR ACTIVITIES

Volunteer, Shelter for Abused Children

Oct 2010

Volunteer Tutor, Rangoon Primary & J.S.S School

Jan 2010 – May 2010

Founding Member, The Entrepreneur's Club (Ashesi University College)

Oct 2008 – Mar 2009

Executive, Youth Against Poverty (Ghana International School)

Sept 2005 – Jun 2007

REFERENCES

Available upon request

IVAN TETTEH DIGBER

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digber@gmail.com, ivan.digber@ashesi.edu.gh

OBJECTIVE

Seeking a challenging position in Networks field of Information Technology to ensure a stable and efficient network distribution service

EDUCATION

ASHESI UNIVERSITY COLLEGE

BSc. Computer Science

Berekuso, Ghana

Sep 2008 – Present

Relevant Courses

Networks & Distributed Systems	Computer Organisation & Architecture	Data Structures & Algorithms
Software Engineering	Web Technologies	Database Management
Quantitative Methods	Programming	Macroeconomics
VLSI	Statistics	

ASHESI UNIVERSITY COLLEGE

CISCO Certified Network Associate Boot Camp

Berekuso, Ghana

Jun – Jul 2010

ACHIEVEMENTS

Dean's List: Minimum GPA 3.5

Jan 2009 – present

WORK EXPERIENCE

Junior Developer (Internship)

Sci-Fi Web Technologies

Accra, Ghana

May – Aug 2011

- Developed a Client Management System for Sci-Fi Web Technologies
- Developed websites for 2 NGO's
- Performed research on potential clients for the company
- Performed research on technologies the company could use to enhance its products. Such as Google Maps

Math Tutor (Internship)

Ashesi University College

Berekuso, Ghana

Jan - May 2009

- Helped students to solve math related problems
- Helped students work through math related problem solving questions

Payroll Support (Internship)

SCG Consulting

Accra, Ghana

Jan – August 2009

- Ran the payroll of 3 company clients of SCG Payroll Solutions
- Computed the Annual Tax Returns of one company client of SCG Payroll Solutions
- Collaborated with other co-workers in meeting payroll deadlines for about fifteen companies
- Provided support services for company clients who used Pastel Payroll
- Trained customer clients to use Pastel Payroll

OTHER SKILLS

Basic knowledge of configuring Cisco Routers and setting up computer networks

Basic Knowledge of Programming Languages: PHP, Javascript, Java, C++, VHDL, MySQL and Visual

Intermediate proficiency in Microsoft Excel, Word, PowerPoint, Pastel Payroll Software

RESEARCH/PROJECT

Evaluation of Google trader and research on how people acquire different types of employment. (Google User Experience Team for Africa, Zurich)

CO-CURRICULAR ACTIVITIES

Editor, Green Grass Sports (www.aplupdates.wordpress.com)

Jan 11 – present

Team Coordinator, Berekuso Babies FC, Ashesi Premier League

Jan 11 – present

Member, SIMMAK: Charity work

Jan 10 – present

Kwaku Asante Frimpong

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OBJECTIVE: To seek a challenging opportunity in computer science to utilize my capabilities, education, experience and skills to enhance the organization's productivity

EDUCATION

ASHESI UNIVERSITY COLLEGE

BSc. Computer Science

Accra, Greater Accra

Expected date of graduation May 2012

- Relevant Courses:**

Visual Basic	C	Calculus	Java
Data Structures		C/C++	Computer Organization and Architecture
Design	D	Database Management	Human-Computer Interaction
Web Technologies	Discrete	Mathematics	E-Commerce

Prempeh College

Kumasi, Ashanti Region

Sep 2004 – Jun 2007

WORK EXPERIENCE

I.T. Intern

K.N.U.S.T.

Kumasi, Ashanti Region

May 2011 – Jul 2011

- Aided in building website applications

I.T. Director

African Renaissance Movement (A.R.M)

Accra, Greater Accra

Jan 2009 – present

- Built and manage the official A.R.M Website
- Edited A.R.M's first Documentary
- Coordinate technical equipment for functions held by A.R.M

Service & Sales Clerk

Multi Farious Limited

Kumasi, Ashanti Region

Jun 2007 – Aug 2008

- Sold company's products

PROJECTS/RESEARCH

- Project: A.R.M official website Aug 2011
- Project: web application (web based interface for a corporate SMS system) Apr 2011
- Research: The Ghana transportation system (Tro-tro) Apr 2010
- Project: Business proposal (capital budgeting) Nov 2009

CO-CURRICULAR ACTIVITIES

Community Service

Kyerekrom DA Primary - Afigya Kwabre District

Mar 2011

Footballer (APL)

Ashesi University College

Feb 2011 - present

Technical Director (RadioActive)

Ashesi University College

Sep 2010 - present

Community Service

Rangoon Primary/JSS

Jan 2010 - present

OTHER SKILLS

- Proficient with: Microsoft Word, PowerPoint, Adobe Photoshop, Adobe Illustrator, and Adobe Dreamweaver
- Languages: English, Twi
- Music Composition

REFERENCES

Available upon request

Kwame Asiedu Owusu Afram

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OBJECTIVE

To build a platform to enhance my skills and knowledge in computer science while contributing significantly to my community

EDUCATION

ASHESI UNIVERSITY COLLEGE

BEREKUSO, EASTERN REGION

Bsc. Computer Science

August 2008 – May 2012

Relevant courses: Statistics Calculus Programming 1, 2, 3 (VB, Java, C/C++)
Microeconomics Macroeconomics Quantitative Methods Web Technologies
Discrete Mathematics Data Structures (java) Software Engineering Embedded Systems
Finance for Non-Finance Managers Concepts of Programming Languages
Networks & Distributed Systems

GHANA CHRISTIAN INTERNATIONAL HIGH SCHOOL

ACCRA, GREATER ACCRA

Business Administration

Sept. 2005 – June 2008

Relevant courses: Financial Accounting Cost Accounting Business Management Economics

PROJECT/RESEARCH

Autonomous Mobile Robot university tour guide [Final year project] Jan 2012 – May 2012
RadioActive Entertainment Group Mar 2011 – Present
Independently designed (and wrote) several programs and applications Jan 2008 – Present
Research paper [Assessed curriculum delivery in Government Senior High Schools] Mar 2010
Sota DA Primary School Development Project Mar 2008 – Jun 2008
Creating an application for Ashesi's Meal Plan (with team) Nov 2011 – Present

WORK EXPERIENCE

Software Development (Private) Jul 2008 - Present
MIT-AITI Training Program (Mobile Web Development) Jul – August 2011
Streamed Accra International Marathon live on the internet (with team) Sept 2010
Engineering and Research Intern (DreamOval Ltd) Jun 2010 – Aug 2010
Member, Computer Science Resource Center (Ashesi University College) Feb 2009 – May 2011

ACHIEVEMENTS AND SKILLS

Attained a Standard First Aid Certificate from the Ghana Red Cross Society
'MIT-AITI Ghana Hackathon' Winner
Proficient programming skills in Java and python
Fundamental concept and programming skills in C++, C, VB script, PHP, Javascript, JQuery, Robot C, Interactive C
Familiar with XAMPP, Django, .NET Framework and J2me platform

CO-CURRICULAR ACTIVITIES

Member, SIMMAK Group Oct 2011 – Present
Student Webmaster, Ashesi University – 'Student Life' Section Apr 2011 – Present
Volunteer tutor, Ningbo Presby School Mar 2011
Member, Ashesi University Berekuso Transmission Committee Nov – Dec 2011
Member, Ashesi University Vetting Committee Nov – Dec 2009
Member, Ashesi University Constitution Re-admendment Committee Sept 2009
Mozilla Firefox Campus Representative Jul – Sept 2009
Volunteer tutor, Rangoon Primary School Feb – May 2010

REFERENCES

Available upon Request

LADY-ASAPH LAMEOKOR LAMPTEY

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+233 273925583

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OBJECTIVE

To work in an organization that values challenges and requires innovation, interpersonal skills and application of computer technologies

EDUCATION

Ashesi University College

BSc. Computer Science

Berekuso, Eastern Region
Expected date of Graduation May 2012

Relevant course:

Programming (Python and Java)

Robotics and A.I.(Robot C)

Concepts of Programming Languages

Network and Securities

Economics

Database

Web technologies (Django)

Human-Computer Interaction

Finance

St. Roses Senior Secondary School

Course: Science

Akwatia, Eastern Region
September 2004 - June 2007

WORK EXPERIENCE

Summer Intern

Finance Department

- Reconciled bank statements and reported to the finance manager
- Recorded petty cash expenses and filed receipts
- Prepared cash books using Microsoft Excel

Combert Impressions

Kanda, Greater Accra
June - July 2010

Programming Lab Tutor

Computer Science Department

- Helped students think through assignments and projects
- Explained Java concepts to students

Ashesi University College

Berekuso, Ghana
August - December 2011

RESEARCH/PROJECTS

Clickonate Project

- Creating a mobile application that allows user to answer questions concerning companies and transfer funds to their NGO's

January 2012- present

Basic Twi Project

- Created a programming language in Twi that is translated to, compile and run in python

January- May 2012

Ashesi MealPlan

- Creating a web page that allows students to view their food transactions and change their password

August 2011- present

Student Housing Facilities Project

- Evaluated the profitability of converting a house into a student hostel facility and presented a proposal as an end of semester project

August - December 2009

OTHER SKILLS

- Teamwork - member of effective academic groups in Human-Computer Interaction, Web Technologies, Social Research methods and Leadership Seminars
- Service and Leadership - Organized Ashesi Student Council's Handing Over Ceremony 2011, Festival of Ideas 2010 volunteer and a Youth Teacher at church 2008
- Preferred programming language: Python
- Other programming languages: JAVASCRIPT, JAVA, VISUAL BASIC, HTML, CSS, ROBOT C

CO-CURRICULAR ACTIVITIES

Judicial and Electoral Vice Chairperson Ashesi Student Council

- Interpret the Ashesi Student Council constitution
- Sit at hearings brought to the Ashesi Judicial committee
- Ensure that students fund are used appropriately by the student council
- Conduct election for new Ashesi student council executives

December - December 2011

Member, SIMMAK

Executive, Women of Virtue of KCF (Ashesi University College)

Founding Member, The Entrepreneur's Club (Ashesi University College)

September 2010 - present

September 2008 - February 2010

October 2008 - March 2009

Sales Personnel, International Central Gospel Church

Sales and Marketing of T-Shirts at Church

- Marketed and sold about 500 T-Shirts at a fair on behalf of the Church

Abbosey-Okai, Greater Accra

December 2009 and 2007

Michelle A. S. Kyei
E.I.Ltd, P.O. Box CT4800, Cantonments - Accra
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E-mail: michelle.kyei@gmail.com /michelle.kyei@ashesi.edu.gh

OBJECTIVE

To obtain a position in a well-established Web Designing company where my knowledge in computer science and my passion for design will affect people positively and help increase the value of the company.

EDUCATION

BSc. Computer Science **Expected Date of Graduation: May 2012**
Ashesi University College (Accra, Greater Accra)

Relevant courses:

Leadership	Negotiation	Programming	Design
Social Research Methods	Calculus	Web technology	Database
Mobile Web	Human Computer Interaction (HCI)		

WORK EXPERIENCE

Teaching Assistant **Einstein International School** **June 2009 – June 2010**

- Taught math and physics (IGCSE)
- Marked scripts

Peer Educator **Ashesi University [Trained by Family Health International (FHI)]**
March 2010 - Present

- Educate people on general health issues
- Counsel peers

Teaching Assistant **Twinkle Tots International School** **June 2010 – August 2010**

- Took care of children between the ages 3-5

Asst. Public Relations Officer **The Village of Hope** **June 2011**

- Records management
- Event planning

Tutor **Ashesi University College** **August 2009 – December 2009**

- Taught pre-calculus, calculus and statistics

PROJECTS/RESEARCH

Ashesi Research paper Assessed curriculum delivery in Government Senior High Schools
Mar 2010 – Apr 2010

Negotiation project Reviewed water supply **Mar 2010 – Apr 2010**

Design project Designed an effective and sustainable garbage disposal system
Sept 2010 – Nov 2010

Web Technology Project 'The Writers helper' web application **April 2011 – June 2011**

EXTRA-CURRICULAR ACTIVITIES

Community Service (Taught Math and English)

- Rangoon Primary School **Feb 2009 – 2010**
- Osu Children's Home **May 2010**
- Presbyterian Primary School (Old Ningo) **March 2011**

Type Co. Ltd

- Worked on the Crayon Children's Magazines (**Arts and Crafts section**) **July 2011 – Dec 2012**

SKILLS

- Web design and development
- Written communication (Crayons Children's Magazine, Writers Helper web application)
- Quantitative skills (Worked as a math tutor in Ashesi)

Nii Adjetey Sowah

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OBJECTIVE:

To join an energetic team in providing effective technology-driven solutions

EDUCATION:

Ashesi University College

B Sc. Computer Science

Cumulative GPA - 3.4

Berekuso, Eastern Region
Expected date of graduation: June 2012

ACHIEVEMENTS:

- 1st place in 2011 Career Fair Programming Competition March 2011
- Dean's List¹ August – December 2009/2010

WORK EXPERIENCE:

Summer Intern

Business Ghana, I.T. Solutions Company

May – August 2011

- Worked in a development team to build customized web applications for other companies

Computer Laboratory Assistant

Ashesi University College

September – December 2008

- Reported cases of school regulation violation in the computer laboratory
- Assisted students with outlook account and other internet issues

Office Assistant

National Service Secretariat

July 2007 – July 2008

- Filed and compiled official documents for the Office of Director
- Responded to concerns and redirected queries via telephone
- Assisted the Director's secretary with data entry, general secretarial and office duties

PROJECTS/RESEARCH:

Human Computer Interaction

Ashesi University College

January – May 2011

- Worked in a team to design a software application giving users, even without internet, the ability to organize and document their browsing history

Web Technology

Ashesi University College

January – May 2011

- Worked in a team to develop an interactive website to aid the school's Writing Centre

Concepts of Programming Languages

Ashesi University College

January – May 2011

- Developed a compiler for a simple programming language

VOLUNTEER WORK:

Volunteer

Fit4Life Internet Streaming Team

September 2010

- Streamed the fourth annual Accra marathon live on the internet
- Planned and implemented internet streaming with very basic equipment
- Captured the Accra marathon for internet streaming

Volunteer

Kanda International Primary and Junior High School

March 2010

- Helped the teachers teach Basic Design and Technology and Religious and Moral Education
- Inspired club start-ups in the school

SKILLS:

- Preferred language: Java
- Other languages: C++, HTML, JavaScript and PHP
- Working knowledge in Database Management using MySQL
- Fluent in English with good writing and communication skills

¹ The dean's list recognizes students attaining a G.P.A of 3.5 or higher each semester

Nii Boye Mensah Adjei

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nbadjei@gmail.com

OBJECTIVE

To find for a challenging opportunity to utilize my capabilities, education, experience and skills with creative thinking abilities, allowing me to help improve the system within the IT sector

EDUCATION

ASHESI UNIVERSITY COLLEGE

BSc. Computer Science

Accra, Greater Accra

Expected date of graduation May 2012

Relevant Courses

Visual Basic, C, C++

Calculus

Database Management Systems

Data Structures

Social Research Methods

Discrete Mathematics

Human-Computer Interaction Web

Technologies

Computer Organization and Architecture

Software Engineering

Concepts of Programming Languages

Java

Mfantsipim School

Cape Coast, Central Region

Sept 2004 – Jun 2007

- General Arts

WORK EXPERIENCE

Technical Director

African Renaissance Movement

Accra, Greater Accra

Jan 2009 – present

- Proposed the equipment needed to get job done.
- Planned the layout of equipment when organizing seminars

Community Event Organiser

Student Representative Council,
Ashesi University College

Accra, Greater-Accra

Jan 2011 – Nov 2011

- Proposed budget needed for on-campus programs
- Planned advertisements

Research Analyst

Personal Employment (Kwasi Donkor)

Accra, Greater-Accra

Jun 2011 – Aug 2011

- Devised ways of gathering information needed
- Analyzed data from information gathered
- Proposed way forward for getting exact information needed

PROJECTS/RESEARCH

- Research: Real Estate June 2011
- Project: Web Application (Web-based application for editing documents online) April 2011
- Research: The Ghana transportation system April 2010
- Research: Finding alternative sources of power in Ghana Nov 2009

CO-CURRICULAR ACTIVITIES

Community service

Kyerekrom DA Primary - Afigya Kwabre District

Mar 2011

Community Service

Rangoon Primary/JSS

Jan 2010 – Aug 2011

Event Organiser

Ashesi University College

Jan 2011 – Nov 2011

Pioneer member

Ashesi University College

Jan 2009 – present

of Africa Renaissance Movement

Ashesi University College

Sept 2010 – present

President (RadioActive)

OTHER SKILLS

Proficient with: Microsoft Word, Excel, PowerPoint, HTML

Enhancing Skills in: Adobe Photoshop, Adobe Dreamweaver, PHP

Languages: English, Twi, Ga

NII SOWAH KAKAI

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OBJECTIVE

To earn a fulltime position in the software industry

EDUCATION

ASHESI UNIVERSITY

BSc. Computer Science

Berekuso, Eastern Region

Expected Date of Graduation: June 2012

• Relevant Courses

Software Engineering	Data Structures and Algorithms	Computer Organization and Architecture	
Ecommerce	Mobile	Web (Android, J2ME,Python)	Human Computer Interaction
Embedded Systems	Web Technologies	Networks and Distributed Computing	
Programming (Visual Basic, Java, C++,PHP,VHDL)		Discrete Structures and Theory	
Advanced Database Management			

INSTITUTE OF ADVANCED COMPUTER EDUCATION

Diploma in Management Information Systems (IMIS-United Kingdom)
IMIS: Associate Member to be

Accra, Greater Accra

February 2002-December 2003

• Relevant Courses

Business Information Technology	Management Information Systems	Networking
Application Development	Systems Analysis and Design	Software Engineering

WORK EXPERIENCE

Computer Science Faculty Intern, Ashesi University College

Berekuso, Eastern Region

- Innovated, designed and developed a Desktop Web Application with an accompanying Mobile Application for District and Community Health Workers. June-August 2011

Junior Systems Analyst, MIS Dept CAL Bank Limited

Accra, Greater Accra

- Engineered user interface and designed database for store management application May-August 2010
- Served on a team that improved the Bank's intranet and reduced user fault logging time
- Solution hub to network, hardware, and software challenges across the branches

Computer Lab Assistant, Ashesi University College

Berekuso, Eastern Region

- Participated in Testing School Information Systems September 2008-August 2010
- Enhanced assistance with the supervision of the community's entire lab and network
- Improved lab sanitation, ensured regular and sufficient supply of lab resources/materials

Managing Executive, Danao Enterprise

Accra, Greater Accra

- Computerized stock control process September 2004-August 2009
- Designed and developed new models and patterns for micro blocks
- Expanded products base and increased profits through product variety and efficient production

Persol Systems

Accra, Greater Accra

- Conducted thorough system testing of a new Stock Control Program July 2004-August 2004

KEY SKILLS

Information and Communications Technology:

- Adept in Computer Hardware and IT Data Security, MS Office, video editing, multimedia software and Data Recovery
- Proficient in Applications Programming with Visual Basic, Java, C++, Access VBA, VBScript, PHP, MySQL, Oracle
- Cutting-Edge skills in Internet, Web Technology, and Mobile Applications Development (Android, J2ME, Python)
- Appreciable Skills in Embedded Systems Design Using VHDL, C and the Xilinx Platform Tools.
- Keen interest in designing highly usable software interfaces to improve computer interaction
- Google Code Jam Competitor (2010 and 2011) and participated in Google Ghana 2010, 2011 conference.

Other

- Volunteering for community service-Raised funds to setup an ICT Lab in a Basic School

SAMUEL KWADWO OBENG

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OBJECTIVE

Interested in working with a highly motivated team to provide effective technology driven solutions

EDUCATION

ASHESI UNIVERSITY COLLEGE

BSc. Computer Science

Accra, Greater Accra

Expected date of graduation: June, 2012

ACHIEVEMENTS/AWARDS

- | | | |
|---|-------------------|-----------------------------|
| ▪ NAPE Foundation scholarship recipient | Ashesi University | January 2009 – January 2012 |
| ▪ Lee Nusich Fellow | Ashesi University | January 2009 – January 2012 |
| ▪ Buddyzmall (business startup) | Ashesi University | November 2010 |
| ▪ Mathematics Competition Award | Ashesi University | March 2009 |
| ▪ Best Freshman Research Paper | Ashesi University | December 2008 |

WORK EXPERIENCE

Research Assistant (Summer Internship) Ashesi University June 2010 – August 2010

- Researched and read articles on mobile health program in Ghana
- Learned web technology tools and designed an online version of the Ashesi's course evaluation form

Tutor (part – time) Einstein International School May 2009 – May 2011

- Prepared candidates for SAT and ACT tests
- Conducted the end of term examinations for students in math and physics classes
- Prepared students for their A-Level and IGCSE exams in math and physics classes
- Prepared reports on student performance for parents and the Academic Board

Ashesi Math Resource Center (Work study) Ashesi University August 2009 – May 2010

- Explained mathematical concepts to students
- Helped students with problem-solving skills and homework assignments
- Graded freshman homework assignments

Volunteer Work

Tutor New Horizon Special School, Accra November 2006 – January 2007

- Taught Creative Arts to developmentally disabled and autistic children

Conference Attendant Pan African Writers Association (PAWA) November 2009

- Ushered for the sixth conference

Technology Assistant Accra International Marathon November 2011

- Helped video stream the Accra International Marathon (2010)

Research Assistant Miami University/Ashesi University June 2010– July, 2010

- Collected water samples from selected parts of Ghana
- Analyzed the water samples collected from the fields
- Studied the filtrations system used by water companies in Ghana; decided on the best approach to filter all kinds of water with a simple method

EXTRA CURRICULAR ACTIVITY (Ashesi University)

- Member – Ashesi Health Committee
- Coordinator - Ashesi University First Aid Training Program
- Member – Ashesi Research and Development Network

SKILLS

- Intermediate skills in C/C++, PHP, Java, Java script, CSS, Cyc, HTML
- Fluent in English with good English writing and communication skills

