

Professional profile

My time studying global politics piqued my interest in working with NGO's and international organisations. I have worked with various non profit companies. I was part of a Youth Global Justice delegation to attend the Commission on the Status of Women in 2018 to represent the youth and network with other delegates from other countries. For two years I served as both the president and socio cultural chair of the African and Caribbean student association on campus. We hosted events to educate student about African and Caribbean culture, as well as raise funds for students in Ghana to provide them with school supplies. After graduation I worked in various industries: sales, administration, accounting, I feel the skills I learnt from these companies can be applied. I have over four years experience working with Microsoft office as well as photo editing software and mapping software. I am organised, detail oriented and a little bit of a perfectionist to a fault.

Education

September 2019 – Present

Brunel University London

International Human Rights Law LLM

- *Modules: Foundations of International Human Rights Law, European System of Human Rights Protections, Multiculturalism and Rights*

August 2013 – May 2017

Ohio Wesleyan University

Bachelor of Arts

- *Majors: International Studies with a concentration in developing areas and Sociology*
- *Minor: French*

NGO and Volunteering experience

September 2016 – May 2017

Mowry Alumni Centre, Delaware, Ohio, USA

Gift Planning Intern

My main role in the company was to assist the gift-planning department and serve as the communication link between the department and alumni.

Key Responsibilities:

- I drafted policy memos to explain the tax advantages of contributions to potential donors.
- I crafted and sent formal letters of thanks to donors and alumni.
- I created and constantly updated the donor database.

January 2016 – May 2016

World Young Woman's Christian Association, Geneva, Switzerland

Short Term Intern

I worked part time under the Programmes Director, Rita Muyambo, while also studying abroad in Geneva. I assisted her in creating impact reports to be sent and reviewed by the main donors of the organisation. The information for the report was taken from The World YWCA events and workshops, such as ICT for girls and various information sessions on the sexual reproductive health rights (SRHR) of women.

Key Responsibilities:

- Constructed the Annual impact reports based on testimonies of women and girls who had worked with the. WORLD YWCA or attended one of their events.
- Researched and chose stories based on the amount of information the woman or girl had learnt. The report also included the number of attendees at each workshop and event.
- Assisted in compiling and editing the World YWCA's HIV/AIDS safe space training guide and report,

which was to be presented to women and girls in indigenous areas.

December 2014 – December 2016 Rafiki Wa Africa (African Student Association), Ohio, USA
Socio-Cultural Chair/President

I served as both the president and socio-cultural chair for the African Student Association on campus. The main task of the association was to educate and inform the campus about Afro Caribbean culture. My role involved booking venues for the association to host annual events such as the annual cultural talent show and Afro Caribbean themed parties. I would arrange a plan the menu for the catered events.

Key Responsibilities:

- Hosted the annual talent competition to raise funds for associations chairty, The Ghana Student Education Fund. Every year the event would raise about \$500 to purchase stationary and school materials for students in Ghana.
- Drafted the annual budget and expense report to be sent to the Student Union for review and disbursement.
- Recruited new members for the association.

Other experience

April 2019 – May 2019 Velia Consulting Limited, East Legon, Greater Accra, Ghana
Intern

My role as an intern was to create social media posts to boost the company's social media presence and , research on the updated business laws and company regulations that affected clients. I also typed up the company's quarterly expense report and organising client folders to make them easier to attain. I assisted in creating formal client agreements and company constitutions based on a template.

Key responsibilities:

- Managed the company social media accounts by creating posts based on the new company regulations and corporate legal terms from Ghana's Companies Act in order to inform clients and boost social media engagement.
- Drafted a client's company's constitution, a co-founders agreement for and minutes from client board meetings.
- Researched and formulated documents regarding the roles of board members and the different business laws in Ghana, in order to educate clients and prospective clients.

March 2018 – December 2018 Orange County Bookkeepers, Mission Viejo, California, USA
Administrative Assistant

My role in the company was to perform the daily administrative tasks required to keep a bookkeeping firm functioning and running smoothly. My role allowed the other accountants in the company to concentrate on the clients' finances.

Key responsibilities:

- Set up and controlled the workflow management system to keep track of accounting deadlines and various jobs that the accountants were required to perform for each client.
- Communicated with clients through phone calls, emails and appointments to ensure that clients were satisfied with our service.
- Maintained the office aesthetic through cleaning, stocking office supplies and caring for the decorative pieces in the office.

June 2017 – December 2017 Signature Events, Fullerton, California, USA
Squad Leader

As the squad leader I would lead a team of 2 -4 workers at company events. At each event we would set up the repair station at Sams Club gas station and repair the chip in customers' windshields. During the day I would motivate my team by offering breaks and assisted them in improving their conversation with potential customers. Each day we set a goal to talk to a 100 people and repair 20 windshields. At the end of the day we would meet between 50% to 60% of our goal. I also served as the liaison between my team members and management.

Key Responsibilities:

- Spoke with potential customers in person about our service that fixed the chips in their windshield, emphasizing on the ten minute repair process and the lifetime warranty on the repair.
- Collaborated with my colleagues and team members to exchange information and marketing strategies to ensure each team in the company hit their daily goals.
- Eased and educated customers who were not aware of the service and the dangers of having a chip in the windshield, as well as the low cost benefits of repairing the chip in the windshield.

July 2016 – August 2016 Minkah Premo Law Firm, Accra, Ghana
Intern

My role as an intern was to lessen the workload of the corporate law department. I was working with corporate lawyers and aided them in writing legal documents, as well running errands such as sending messages between departments and occasionally ordering their lunch.

Key Responsibilities:

- Analysed client depositions and facilitated in drafting counter arguments and statements for the clients defense
- Wrote up and summarised minutes for client board meetings.

August 2014 – May 2017 Ohio Wesleyan University AV Media Center, Delaware, Ohio
Media Center Desk Assistant

My main role was to oversee and manage the media center .

Key Responsibilities:

- Obtained, set up and loaded videotapes for scheduled productions or broadcasts.
- Maintained inventories of audio and videotapes and related supplies.
- Communicated with customers by telephone or in person to provide information about products or services, take or enter orders, cancel accounts, or obtain details of complaints