

ORIGINAL RESUME

BARBARA OPAREBEA NNKANSAH

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SUMMARY

Motivated self-starter with experience in customer relations and marketing, with a proven ability to work in difficult situations and provide a high level of service to clients.

EDUCATIONAL BACKGROUND

University Of Ghana – Legon, Ghana **September 2019– October 2023** Bsc. Business Administration(Public Admin)

Unity College- Madina-Accra, Ghana **June 2016- May 2019** General Art

Firm Foundation- Sapeiman-Accra, Ghana- Class of 2016

PROFESSIONAL WORK EXPERIENCE

GHANA ARMED FORCES

NATIONAL SERVICE PERSONNEL November 2023 - September 2024

- Used tools like Microsoft Excel and PowerPoint to create, update, and manage our files efficiently.
- Coordinate with Personnel when there's a need for anything important
- Manage with my team to plan and execute event activities

EXTRACURRICULAR ACTIVITIES

African Leadership Xcelerator-August 2023 Virtual Assistant Program-

Provision of services to businesses and entrepreneurs.

Common tasks handled Include:

- Administrative support
- Customer Service
- Data Entry and Management
- Personal Task
- Calendar management
- Inbox Management
- Meeting Agenda
- Internet Research
- Data Entry

SKILL SET AFRICA

Common tasks handled Include:

- Content Creation and Design (AI) with Canva

TOOLS USED:

Asana
Kanban
Microsoft Outlook
Google workspace

SKILLS

- COMMUNICATION

- **INTERPERSONAL**
Industrious team player with good interpersonal awareness
- **ORGANIZATIONAL**
experience in prioritizing and managing multiple tasks to accomplish projects efficiently and within a Time frame including research design and execution.
- **Negotiation and Presentation Skills**
- **Proficiency in Microsoft Office Suite**
- **Content Creation and Design**
- **Technical Proficiency**

INTEREST:

I enjoyed exploring new opportunities, being exposed to diverse ideas, and collaborating with teams.

LANGUAGES

TWI - Native	English - Expert
GA- Beginner	French - Conversational