

GILBERT BOAHEN

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Professional Summary

Experienced and detail-oriented administrative professional with a strong background in education-focused environments. Proven ability to manage front-office operations, support senior leadership, and maintain accurate school records. Skilled in communication, multitasking, and stakeholder coordination. Looking to contribute to a dynamic school office team.

Key Skills

- School and office administration
- Front desk and visitor handling
- Record keeping and document management
- Communication with parents and staff
- Microsoft Office & SIMS (basic familiarity)
- Scheduling and diary support
- Pupil data management
- Team collaboration and multitasking

Work Experience

Client Services Officer / Administrative Assistant

Ghana Education Trust Fund (GETFund), Accra
Nov 2022 – Sep 2024

- Responded to large volumes of student and institutional enquiries
- Maintained confidential student records and managed application documents
- Provided support to senior officers in HR-related tracking and communications
- Demonstrated professional interaction with stakeholders and public bodies

Receptionist

Marsh McLennan, Norwich
May 2025

- Served as the first point of contact for staff, visitors, and clients
- Managed scheduling, correspondence, and front desk documentation
- Maintained a professional and organised reception environment

Event Assistant

Norwich Candlelight Events, Norwich

Oct 2024 – Present

- Supported guest management and event setup/close-down
- Ensured smooth flow of activities and public engagement

Education

MSc Computing Science

University of East Anglia, UK

2024 – 2025 (Expected)

BA Psychology and Geography

University of Ghana, Legon

2018 – 2022

Additional Information

- Enhanced DBS available
- Familiar with safeguarding responsibilities
- Available for trial week starting July 10th and full-time from September 2025