

ERNESTINA BOATEMAA KYERE

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PROFILE

Detail-oriented and analytical individual with an eye for identifying and correcting errors, committed to adding value to a dynamic working team. I focus on honouring a company's ethics and preserving confidentiality. I also complete tasks with accuracy, adhering to deadlines. I have two years experience in office administration, and possess excellent verbal and written communication skills.

WORK EXPERIENCE

Ghana Cocoa Board

Assistant Cartographic Officer, Cocoa Health and Extension Division

Accra, Ghana

Sept 2021 – Apr 2023

- Efficiently measured over 3000 farms in 20 specified cocoa districts in Ghana for data validation
- Collated socio-economic and ecological survey data for the Cocoa Management System database
- Edited survey data generated from cocoa farmers using ArcGIS software

IQ Mundo

Executive Assistant

Accra, Ghana

Oct 2020 – Aug 2021

- Successfully managed the CEO's calendar, travel arrangements, appointments and meeting arrangements
- Reviewed the CEO's email accounts to highlight urgent matters which needed immediate attention
- Answered and screened over 20 telephone calls daily while taking messages with high accuracy
- Increased leads by 25% through designing flyers and posting on all social media handles
- Handled sensitive and confidential information with utmost discretion

University of Ghana

National Service Personnel, Academic Affairs Directorate

Accra, Ghana

Sept 2019 – Aug 2020

- Assisted in events coordination including venue booking and catering services between 50 to 100 participants
- Increased clients satisfaction by directing them to the appropriate units
- Maintained, organized and ensured availability of office supplies inventory
- Collaborated with cross-functional teams to ensure effective communication and smooth workflow
- Greeted, signed in and provided accurate information to clients at the reception on a rotational schedule

Accra Metropolitan Assembly (AMA)

Technician Assistant Intern, Formerly Town and Country Planning

Accra, Ghana

Jun 2018 – Aug 2018

- Monitored and evaluated street signage poles in sub-metropolitan areas to aid easy navigation
- Wrote report on the state of damaged signage poles
- Accurately navigated print-out maps to avoid extreme delays on field

Cocoa Research Institute of Ghana*Research Assistant Intern, Social Science and Statistical Unit***New Tafo Akim, Ghana***Jun 2017 – Aug 2017*

- Coded, transcribed and analysed data collected from cocoa farmers during field work
- Partook in organizing workshop for cocoa farmers
- Trained in research skills including coding, quantitative data analysis, transcribing and research ethics

EDUCATION and TRAINING

University of Ghana*BA (Hons) Geography and Resource Development**Courses: Regional Development, Climatology, Remote Sensing and Geographic Information Systems, Spatial Organisation***Accra, Ghana***Sept 2015 – May 2019***Ofori Panin Senior High School***West African Senior School Certificate, General Arts**Courses: Geography, Economics, History, Elective Mathematics***New Tafo Akim, Ghana***Sept 2012 – Jun 2015***SKILLS**

- Excellent written and verbal skills
- Proficient in Microsoft Office Suite (Word, Excel, Powerpoint, Outlook)
- Great Interpersonal and customer service skills
- Problem-solving skills
- Good organizational and multitasking skills
- Ability to work independently and collaboratively
- Time management skills
- Data entry and analysis

VOLUNTEER WORK

Youth Climate Council Ghana (YCC)**Feb 2022 - Current**

- Active member of YCC which seeks to empower youth interested in national climate-related decision making processes

Real Change Network Africa (RECNA)**Mar 2021 - Current**

- Active member of RECNA which seeks to promote urban afforestation through tree planting

Africa Dyslexia Organisation (ADO)**Feb 2021 – Aug 2021**

- Assisted in creating awareness about dyslexia through the organization's social media platforms

References

Available upon request