

Resume - Academic Scheduler

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Objective

Detail-oriented and organized professional with proven experience in academic scheduling, system management, and space allocation. Seeking the position of Academic Scheduler at the University of Winnipeg to contribute to efficient timetable and exam scheduling operations, ensuring optimal use of resources and stakeholder satisfaction.

Professional Experience

Academic Scheduler / Academic committee member

University Of Ghana- Department of Information Studies (2017)

- Coordinated scheduling of thousands of course sections and exams, ensuring accuracy and compliance.
- Managed timetable amendments; verified entries and billing information.
- Liaised with departments to assess space needs and prioritize requests.
- Served as steward of room booking systems; resolved scheduling issues.
- Developed scheduling manuals and enforced protocols.
- Provided training and documentation on best practices.
- Analyzed space usage and made recommendations.
- Created and managed exam schedules; supported student needs.
- Troubleshoot conflicts and developed scheduling solutions.

Key Skills

- Academic Timetabling & Exam Scheduling
- Data Management & System Testing
- Space Allocation & Utilization Analysis
- Policy Development & Process Improvement
- Stakeholder Communication & Customer Service
- Training & Documentation
- Accessibility & Fire Code Compliance
- Report Generation & Data Analysis

Education

- University Of Winnipeg-Canada, Manitoba
- Master Of Arts In Applied Economics (Currently,2025)

- Institute Of Chartered Accountants -Ghana (Chartered Accountant)
Accra-Ghana (2024)

University Of Ghana

Bachelor Of Arts In Economics and Finance
(2021)

Professional Development

- Attended workshops on academic scheduling best practices
- Participated in inter-departmental process improvement initiatives

References

Available upon request.