

FELICIA OWUSU

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PROFESSIONAL SUMMARY

An adaptable and results-oriented Business Administration graduate with a strong foundation in strategic management, finance, and marketing. Possesses excellent analytical and problem-solving skills honed through coursework and hands-on projects. Adept at utilizing business intelligence tools to inform decision-making. Proven ability to work collaboratively in team settings, along with effective communication and leadership capabilities.

CAREER OBJECTIVE

Seeking a challenging role as business administrator that leverages my business administration expertise to contribute to the growth and success of a dynamic organization.

SKILLS

- **Strategic Planning with good Communication skills:** Ability to develop long-term and short-term goals and communicate them effectively to achieve organizational goals.
- **Teamwork and Collaboration:** Able to work with people to ensure achieving goals.
- **Marketing Research:** Ability to gather, analyze and interpret market data to make inform decisions.
- **Computer Skills:** Proficiency in computing skills and MS word and Excell.

WORK HISTORY

OFFICE ASSISTANT/CLERK - 09/2021 - 08/2022

Melcom Ghana Co.Ltd, Accra, Ghana

- Operating cash registers and processing customer transactions accurately.
- Assisting with administrative tasks such as filing, data entry, and document management.
- Entering and updating data in Melcom's systems.

CERTIFICATIONS

- BSc. Business Administration
- West African Senior School Certificate Examination

EDUCATION

Pacific Link College, Surrey-BC, Canada, Expected in 10/2025.

Postgraduate Advanced Diploma: Business Hospitality Management

University Of Professional Studies, Accra, Ghana, 08/2021

BSc. Business Administration

PROFESSIONAL DEVELOPMENT

- Attended seminars on Business Strategic Management
- Completed online courses in data analysis using tools such as Microsoft Excel and Word.
- Attended workshops on effective business communication and negotiation skills.