

Emmanuella Dodoo

Passport: G5015214 **Work permit:** Ghanaian **Nationality:** Ghanaian **Date of birth:** 05/04/1999

Place of birth: Accra, Ghana **Gender:** Female **Phone number:** (+233) 209195517

Email address: emmanueladodoo11@gmail.com

WhatsApp Messenger: +233209195517

LinkedIn: www.linkedin.com/in/emmanuella-dodoo-632808313

Home: Naa Oode Lane Street, House number 10 Santa Maria- Accra, Ghana, GC-043-1123 Accra (Ghana)

ABOUT ME

A highly self-motivated, dependable, passionate, and capable, enthusiastic individual equipped to handle management and coordination responsibilities in any leadership position. Considerable experience in assisting, developing, and encouraging teams to achieve higher performance and continual improvement across a variety of work activities. Possessing a record of success for developing practical improvement projects that increase an organization's overall effectiveness and tap into its members' potential.

EDUCATION AND TRAINING Bachelor of Arts in Political Science and Information Studies

University of Ghana [24/08/2019 – 17/09/2023]

City: Accra | **Country:** Ghana | **Website:** <https://coh.ug.edu.gh/news/departmentspoliticalsciencecollegehumanities-commissions-e-learning-centres> | **Level in EQF:** EQF level 6

General Arts

Nsaba Presbyterian Senior High School [26/08/2015 – 24/05/2018]

City: Central Region | **Country:** Ghana | **Level in EQF:** EQF level 4

WORK EXPERIENCE

Prime Strategy Ghana Limited – Accra, Ghana

City: Accra | **Country:** Ghana

Customer feedback representative

[01/11/2024 – 31/01/2025]

- Delivered professional and courteous service to clients.
- Managed customer accounts and resolved inquiries and complaints.

- Maintained accurate records of interactions and transactions.

📍 **University of Ghana - Department of Political Science** – Accra, Ghana

City: Accra | **Country:** Ghana

Administrative and Teaching assistant

[01/10/2023 – 31/10/2024]

- Supported academic research and assisted in preparing course materials for students.
- Assisted with daily office operations, including scheduling appointments, managing calendars, and handling correspondence.
- Organized and maintained files, both electronic and physical, ensured that records were easily accessible and up-to-date.
- Provided excellent service to students, customers, and employees, addressing their needs and resolving any issues that arise.

📍 **Passionate African Leadership Institute (PALI) Global** – Accra, Ghana

City: Accra | **Country:** Ghana **Project assistant**

[01/10/2022 – 31/12/2022]

- Contributed to the development of training materials and e-books.
- Provided vital support in the day-to-day operations of PALI Global.
- Managed correspondence, reviewing, and drafting documents on behalf of the organization.
- Maintained detailed records of members, activities, and projects.

📍 **Channels of Blessings** – Accra, Ghana

City: Accra | **Country:** Ghana

Preprimary school teacher [

25/09/2018 – 16/07/2019]

- Facilitated class sessions across all subjects, collaborating closely with the primary class teacher.
- Upheld a standard of excellent student behavior and fostered a culture of teamwork.
- Initiated the establishment of the Girl's wing, showcasing leadership and innovation.

LEADERSHIP SKILLS

[24/08/2022 – 25/08/2023]

Electoral Commissioner- Political Science Student Association

Led as the Electoral Commissioner, overseeing association elections.

[20/06/2017 – 19/06/2018]

Girls' Prefect

- Provided leadership and guidance to the female student body, promoting discipline and academic focus.
- Acted as a liaison between female students and school authorities, ensuring effective communication and problem resolution.
- Led initiatives on personal hygiene, academic performance, and the general welfare of girls in the school.
- Organized and supervised student activities, assemblies, and mentorship sessions.
- Handled sensitive issues among students with confidentiality, compassion, and swift action.

HONOURS AND AWARDS

[25/09/2024] ALX

Artificial Intelligence (AI) Essentials

Completed a rigorous 6-week foundational course in Artificial Intelligence with ALX. Gained practical insights into machine learning, data literacy, and ethical AI applications, with a focus on using AI for real-world problem solving and professional development.

[26/08/2019] Campaign For Female Education (CAMFED)

Scholarship-Beneficiary

Selected as a beneficiary of CAMFED-Ghana, an esteemed initiative supporting the education and leadership development of young women in Africa. Completed the full cycle of the program, actively engaging in personal development, leadership training, and community impact projects.

VOLUNTEERING

[31/10/2024 – 17/11/2024] Accra **All**

African Student Union

- Supported logistics for a student leadership conference.
- Coordinated event activities and collaborated with team members.

[13/08/2024 – Current] Accra- East Legon, Ghana **Transition Guide.**

- Supporting Young Women: I guide young women as they transition from lower secondary school to higher secondary education, vocational training, tertiary education, entrepreneurship, or employment throughout 6 to 12 months.
- Delivering Practical Learning: I conduct sessions in small groups to help young women connect with their peers, improve their health and well-being, and make important life decisions.
- Facilitating Business Skills Development: I assist young women in setting up group businesses with practical experienced business owner and grants to help them gain experience and learn entrepreneurial skills.
- Peer Education: I collaborate with other members of the CAMFED Association to refine and develop the Transition Program, leveraging our expertise to train more Transition Guides and ensure the program's success.

[10/01/2022 – 18/05/2022] Ghana- University of Ghana

Course Representative- Information Sources (Information Studies)

- Represented peers, actively contributing to the academic community

[28/08/2019 – Current] Ghana- East Legon

CAMFED Association Give Backs

- Engaged in community-focused initiatives.

HOBBIES AND INTERESTS

Master of Ceremony

Proficient in public speaking and event management.

Debater

Active engagement in intellectual discussions.

Adaptability and Communication:

Possesses strong interpersonal and communication skills.

Singer and Song Writer

- Compose lyrics and melodies, crafting original songs that convey emotions, stories, or messages.
- As a singer, I bring songs to life by performing them with vocal skill and expression, engaging audiences through live performances or recordings.

LANGUAGE SKILLS

Mother tongue(s): English

RECOMMENDATIONS

Name: Dr. Rosina Foli | Senior Lecturer

- I have known Emmanuella for 4 years.
- She was a wonderful and intelligent student.
- I strongly recommend Emmanuella Dodoo.

Email: rfole@ug.edu.gh | **Phone number:** (+233) 5525094009