

ESTHER LOVE MANORKIE OTUBUAH MANOR

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PROFESSIONAL SUMMARY

I am a purposeful individual with experience in Communication, Public Relations, Administration, Customer Service, Logistics and Project management. I consistently seek to achieve the best results via efficient means. I believe in productivity and thus able to work both independently and in a team without supervision.

PROFESSIONAL DEVELOPMENT

Front-End Development Training – MEST Africa & Generation Ghana (in partnership with Mastercard) (May 2025 – Present)

Currently enrolled in an intensive front-end development program focused on modern web technologies.

- HTML, CSS, JavaScript, React
- Responsive and accessible UI design
- Git and version control
- Agile methodologies and team collaboration
- Project-based learning

Certificate Course Data Analytics (Alx Ghana September 2023 to September 2024)

- Studied Data Analytics at ALX Ghana where I have gained knowledge in data mining, cleaning, analysis, and visualization.

Certificate Course Inventory Management (University of Ghana Business School Executive Development 9th-11th May 2023)

- A refresher training on the rudiments of inventory management, an overview of the entire practice and an introduction to new inventions in the field of supply chain management.
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EDUCATION

Ghana Institute of Journalism – Osu, Accra (September 2018 to November 2020)

BA in Communication (Public Relations major). Acquired skills in Customer Service & Reputation Management, Project Management, Marketing, Advertising and Research.

Ghana Institute of Journalism – Osu, Accra (September 2016 to August 2018)

Diploma in Communication.

Ghanata Senior High School, Dodowa (November 2011 to May 2014)

Studied General Arts (Government, History, CRS, Literature).

FORMAL WORK EXPERIENCE

STRATCOMM AFRICA GRADUATE INTERNSHIP (FEBRUARY 2025 TO APRIL 2025)

Occupied my freelance time with an internship at Stratcomm to further enhance my skills.

- Formulation of communication strategies
- Writing of relevant articles for websites (Thought leadership)
- Research and information gathering
- Event planning and execution
- Content creation for brand visibility
- Brand Reputation management
- Media Relations
- Other duties assigned by the PR team leader

IMPERIAL HEALTH SCIENCES, TEMA (THIRD PARTY AT COCA-COLA COMPANY LTD GHANA) – TEAM LEADER / INVENTORY CONTROLLER (FEBRUARY 2022 TO DECEMBER 2024)

- Ensuring inventory accuracy
- Leading the team to reduce stock expiry
- Preparing reports on operations
- Assisting distribution
- Supervising traceability personnel
- Administrative tasks

IMPERIAL HEALTH SCIENCES, TEMA – Warehouse Clerk - Distribution (JANUARY 2021 TO JANUARY 2022)

- Preparation of reports and documentation
- Stock allocation
- Coordinating with transporters
- Monitoring operations
- Administrative tasks

University of Ghana Business School (UGBS), Legon – National Service Personnel (September 2018 to September 2019)

- Website updates and content
- Responding to queries
- Preparing monthly records and reports

Daily Heritage, Ring Road – Internship (July 2017 to August 2017)

- Reporting and writing news features
- Media and environmental monitoring

Ridge Church School – Accra – Teacher’s Aide (September 2014 to September 2016)

- Assisting Class teachers
- Supervising students

FREELANCE WORK EXPERIENCE

- Advertisement copywriting
- Writing and editing
- Research assistance
- Website content creation
- Sales activation and marketing
- Chaperoning online students

VOLUNTEER WORK

- Feedore (Breakfast for patients, festive food donations)
- Bible House (Stamping Bibles)
- Book Fair (Ridge Church School)
- Ezer Foundation

SKILLS

- Front-end Web Development (Html, React, Tailwind, CSS, JavaScript)
- Proficient in MS Word, Excel, PowerPoint, SPSS, Power BI
- Content development, copywriting, public engagement

- Recordkeeping, scheduling, event planning
- Creative writing and editing

PORTFOLIO WEBSITE

<https://personal-portfolio-six-omega-36.vercel.app/REFERENCES>

MY REFERENCES

1. Dr. Richard Boateng

Lecturer, University of Education Winneba

0242217929 | Boateng60@yahoo.com

2. Ivan Codjoe

Warehouse Manager, Imperial Health Sciences

0243528158 | Ivan.codjoe@dpworld.com

3. Dr. Raphael Odoom

Senior Lecturer, University of Ghana Business School

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