

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 via efficient means. I believe in productivity and thus able to work both independently and in a team without supervision.

EDUCATION

CERTIFICATE COURSE DATA ANALYSTICS (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.

TERTIARY

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

I hold a BA in Communication (Public Relations major) from this institute, where I acquired the skills of Customer Service & Reputation Management, Project Management, Marketing, Advertising and Research.

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

I obtained a Diploma in Communication from this institute under the stipulated years.

SECONDARY

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

Studied General Arts, which comprised of Government, History, CRS, and Literature.

FORMAL WORK EXPERIENCE

STRATCOMM AFRICA GRADUATE INTERNSHIP (FEBRUARY 2025 TO DATE)

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) – (FEBRUARY 2022 TO DECEMBER 2024) TEAM LEADER / INVENTORY CONTROLLER

- Ensuring inventory accuracy through consistent monitoring of stocks inbound and outbound.
- Leading the team to efficiently reduce stock expiry by practicing FIFO and FEFO
- Preparing accurate reports on core operations
- Assisting distribution to serve orders promptly.
- Supervising Shipment and traceability personnel to use right batch numbers.
- Planning of Employee team building events, petty cash disbursement and other administrative duties.

IMPERIAL HEALTH SCIENCES, TEMA (THIRD PARTY AT COCA-COLA COMPANY LTD GHANA) – (JANUARY 2021 TO JANUARY 2022) Warehouse Clerk - Distribution

The distribution department for Coca-Cola oversaw the allocation of products to diverse locations via trucks, including stocking of the company's other plants.

My duties

- Preparation of reports and documentation.
- Stock allocation.
- Consulting with transporters to clear orders to achieve sales targets.

- Monitoring operations keenly and discovering potential challenges for timely resolution.
- Other administrative duties assigned by my manager.

University of Ghana Business School (UGBS), Legon - (September 2018 to September 2019) National Service Personnel: Marketing and Communications Unit (MARCOMMS)

The MARCOMMS Team served as content developers, brand communicators, and the customer service unit of the University of Ghana Business School.

Worked as a content developer, where I covered events and created regular content concerning the school for the website.

Duties:

- Periodical update of information on the website, review of Faculty positions, contacts as well as descriptions of the various units and departments monthly.
- Responding to queries from emails and phone calls daily.
- The job also included preparing monthly records of queries as well as activities and other administrative duties.

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

Writer/Reporter

- Worked as a reporter where I reported on events and happenings in the environment and wrote news features concerning burning issues in society, through daily environmental and media monitoring.

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

At Ridge Church School, I Assisted Class mistresses in teaching and supervised the students in their assignments.

FREE LANCE WORK EXPERIENCE

- Advertisement copywriting
- Writing and Editing (Creative, academic, and formal writing)
- Assisting with research by transcribing audios of focus group discussions, conducting interviews and data entry
- Creating and Reviewing website content
- Sales activation and marketing
- Chaperoning students in-house (Online School)

VOLUNTEER WORK

- Feedore (Occasional Breakfast Preparation for patients and distribution of food items during festive occasions)
- Bible House (Stamping of Bibles)
- Book Fair (Ridge Church School)
- Ezer Foundation

SKILLS

- I can effectively use tools such as MS. Word, Excel, and PowerPoint as well as SPSS, Power Bi.
- Content development, copywriting, and public engagement
- Recordkeeping, Scheduling, Event Planning, Research and Evaluation, among others.
- Great Creative writing and Editing skills.

LANGUAGES

- I can read and write English, Ga, and Twi
- I can comprehend basic Dangbe and French.

ASSOCIATIONS

- Institute of Public Relations Ghana (IPR GHANA)

HOBBIES

- Reading novels and authoring articles, poetry, and stories.

REFERENCES

1. Dr. Richard Boateng
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2. Ivan Codjoe

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