

# Kofi Otu-Manteaw

kofiotumanteaw@yahoo.com | 973-900-4448  
Bloomfield, New Jersey 07003

## SUMMARY

---

Resourceful with great work ethic and a constant professional

## SKILLS

---

- Materials Handling
- Record keeping
- Team Collaboration
- Document Management
- Project oversight

## EXPERIENCE

---

### **Data Entry Clerk**

Newark Assembly Church of Pentecost | Newark, NJ | June 2019-August 2019

- Coordinated, scheduled and executed in-depth entry projects for Rock Church Membership

### **Volunteer**

Community Food Bank of New Jersey | Hillside, NJ | June 2019-June 2019

- Sorted and packaged food to disadvantaged families, including canned foods and fresh produce.

## EDUCATION AND TRAINING

---

### **Bachelor of Science:** Business and Information Systems

New Jersey Institute of Technology | Newark, NJ

### **High School Diploma**

Bloomfield High School | Bloomfield, NJ | June 2017

## ACCOMPLISHMENTS

---

Database Maintenance - Assisted in the managing of Rock database and verified, edited and modified members information

## HONORS

---

Dean's List

Bengal Pride

Robert W. Messerschmidt '55 Endowed Scholarship

