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| THEODORA ADUBEA APEADU |

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| PROFILE | Passionate Family and Child Studies graduate and an upcoming Frontend Web Developer. |
| SKILLS | * Good Organizational Skills * Crisis Management * Customer Relationship Management * Excellent Communication and Coordination * Data Entry * Reporting and Documentation * Team Work * Express Empathy   **Technical Skills**   * Proficiency inMicrosoft Office (Word, Excel, PowerPoint) * Canva * Visual Studio Code * **Languages** * HTML, CSS, JavaScript and Tailwind * Git and GitHub * English (Fluent in both written and verbal form) |
| PROFESSIONAL EXPERIENCE | National Service – (Nov 2022 – Sep 2023) Food Safety Officer, Food and Drugs Authority, Head Office, Shiashie.   * Working in a team of 10 to enforce the codes and safety laws of FDA. * Inspection as well as street food sensitizations to ensure that vendors and staff of food service establishments kept up to FDA standards of service. * Effectively processed customer inquiries and resolved complaints, billing questions and payment extension/service requests * Data entry * Weekly and monthly reports.  Internship – (Oct 2020 – Dec 2020) Co-operative officer, Adentan Municipal Assembly (AdMA), Adenta.   * Responsible for the proper transmission of all outbound communication in a time bound manner * Performed general administrative tasks such as filing and photocopying documents. * Played a pivotal role in the preparation of the final accounts for multiple co-operative societies * Handling the scheduling of meetings, appointments and interviews.   **Internship – (July 2019 – August 2019)**  Algebra Capital, Accra.   * Assisted in sales activation for the firm’s insurance products. |
| EDUCATION | MEST Africa, Accra (September 2024 – Present) **Web Development**. University of Ghana, Legon (2018 – 2022)BSc in Family and Consumer SciencesBenkum Senior High School, Larteh (2015 – 2018)Home Economics. (WASSCE) |
| VOLUNTEER EXPERIENCE | * National Youth and Mentorship Summit – Assisted in the registration and ushering of the guests. * Insight to Impact Child Foundation – Raising funds and sharing items to the less privileged. * Exhibition officer in the November 2023 and August 2024 Exhibition of Voters’ Register. * Ballot issuer during the December 2023 District Level Elections. |
| LEADERSHIP EXPERIENCE | * Co-founder of Nectar Fresh Beverages. * Jubilee Hall evangelism secretary, National Union of Presbyterian Students-Ghana, University of Ghana (NUPS-G, UG). * Group leader for various class presentation including final year dissertation presentation. |
| REFERENCES | Maxwell Sakyi Kumi Financial Analyst  Rendeavour (Appolonia City)  [mkumi@rendeavour.com](mailto:mkumi@rendeavour.com)  0540469708.  **Salomey Kpekpena (Mrs.)**  CEO  Eloquent Marketing Agency  [salowonder@yahoo.com](mailto:salowonder@yahoo.com)  0244012450  **Charles Saah**  Data Analyst cum Machine Learning Engineer  [saah1608@gmail.com](mailto:saah1608@gmail.com)  0553875206/0502406806 |