

# MICHAEL ADU-GYAMFI

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## HIGHLIGHTS OF QUALIFICATIONS

### *Interpersonal/Communication Skills*

- Served as Course Representative for MPhil Class and spoke to students and faculty members.
- Marketed investment packages to potential customers during an internship.
- Led, directed, and preached during service.
- Addressed external leadership when consulted both in church and school.
- Served as Master of Ceremony (MC) for academic, civil, and religious activities.

### *Research/Analytical Skills*

- Organized data from credible sources for reports.
- Completed academic term papers, project works, and research works.
- Conducted Research from scholarly sites.
- Discussed, analyzed, and interpreted results for forecasting and decision-making.
- Prepared lecture slides for Lecturers.

### *Teamwork/Leadership skills*

- Served on several different leadership boards in the church and school.
- Course Representative at both undergraduate and graduate levels.
- Supervised during examinations and project works.

### **Brief**

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|--|-------------------------------------|
| ○ Very Teachable and ready to learn.               | ○ Good Communication Skills.        |
| ○ Ability to work under little and no supervision. | ○ Supportive, Caring, and tolerant. |
| ○ Good Team player.                                | ○ Good Time Management skills.      |
|  | ○ Great computer skills – (MOS)     |

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## EDUCATION

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| • <b>Master of Arts in Economics</b><br><i>Memorial University of Newfoundland and Labrador, CA.</i>       | Sept. 2023 to Date           |
| • <b>Master of Philosophy in Economics</b><br><i>University of Ghana, Legon.</i>                           | Jan. 2022 – July 2023        |
| • <b>Bachelor of Arts</b> (Major: Economics; Minor: Mathematics)<br><i>University of Ghana, Legon</i>      | Sept. 2016 – Aug. 2020       |
| • <b>Data Literacy and Microsoft Office Suite</b><br><i>Computing Systems, University of Ghana, Legon.</i> | Oct. 2017 – Apr. 2018        |
| • <b>Developing Competence Skills</b><br><i>Leyden Educational Consultancy, Accra – Ghana.</i>             | 17 <sup>th</sup> August 2017 |

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## RESEARCH AND WRITING EXPERIENCE

- **Undergraduate Term Papers**
  - Youth and Graduate Unemployment in Ghana – *Labour Economics*.
  - Property Tax in Ghana – *Public Finance*.
  - Rationale behind High Healthcare Expenditures – *Public Finance*.
  - Transactions Cost and Firm Growth – *Industrial Economics*.
- **Undergraduate Research Work**
  - Cost Benefit Analysis of an Ultra-Modern Hall of Residence in the University of Ghana.
  - Microfinance Sector in Ghana (History, Overview, Challenges, and Prospects) – *Review Paper*.
- **Graduate Term Papers**
  - The Impact of the NABCO Program on Graduate Employment and Employability in Ghana (Research Proposal) – *Econometrics*.
  - Factors that Influence Patronage from Pharmacy Shops on University of Ghana – *Health Economics*.
  - The Health System of Ghana; History and Overview – *Health Economics*.
  - Comparisons of Health Care Systems in The United States, Germany, And Canada; Summary Work – *Health Economics*.
  - An Assessment of Public Sector Reforms in Africa – *Public Finance – Working Paper*.
- **Graduate Thesis Paper.**
  - The LEAP 1000 Project and Household Consumption in Ghana (*In progress - MPHIL*).

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## WORK EXPERIENCE

- **Graduate Assistant** October 2023 to Date  
*Memorial University of Newfoundland, Canada.*
  - Assist students at the Help Centre.
  - Assist supervisor with Literature Reviews.
- **Retail Store Assistant (Part-Time)** September 2023 to Date  
*Winners-Homesense, TJX Companies, St. John's, NL-CA.*
  - Provide Excellent Customer Experience
  - Tender Sales and Refunds
- **Graduate Teaching Assistant** Feb. 2023 – Aug. 2023  
*University of Ghana, Economics Department, Legon-Ghana*
  - Assisted the Supervisor in preparing lecture notes and slides.
  - Assist the Supervisor in gathering data for research.
- **Home Tutor (Private Tuition - Mathematics)** Mar. 2021 – Jul. 2021  
*G-Mould Educational Consult*
  - Developed students' interest and love for Mathematics.
  - Helped improve solution presentation and performance of students.
- **Teaching and Research Assistant (National Service)** Sept. 2020 – Aug. 2021  
*University of Ghana, Economics Department, Legon – Ghana*
  - Organized tutorials and preparatory classes for students.
  - Encouraged and counseled students when consulted.
  - Assisted with issues relating to migrating to the online learning platform.
  - Gathered necessary articles, papers, and data for research works.

- **Intern** Jul. 2019 – Aug. 2019  
*Golden Mainland Limited, Accra – Ghana.*
  - Made Petty cash was always available and well accounted for.
  - Prepared Site imprest in time.
  - Run errands on minor bank transactions.
- **Intern** Jul. 2018 – Aug. 2018  
*National Trust Holding Company, Accra, Ghana.*
  - Advertised the company to private individuals and institutions
  - Marketed Investment Products of the company.
- **Pupil Teacher** Nov. 2014 – Aug. 2016  
*Bethel Childhood Development School, Accra, Ghana.*
  - Assisted the Headmaster and engaged the class during his absence.
  - Collected and provided accounts for Feeding and Classes Fees.
  - Trained pupils academically and socially.
- **Part-time Teacher** Oct. 2015 – Nov. 2015  
*Pass Once Remedial Institute, Accra, Ghana.*
  - Taught Basic Mathematics and English at Adult Education Level.
  - Taught Core and Elective Mathematics to Remedial students at the Secondary level.
- **Shop Attendant** Aug. 2014 – Nov. 2014  
*Nestle Mini Wholesale, Accra, Ghana.*
  - Served Customers when they visited the shop.
  - Kept record of all Sales and made requests for restocking.
  - Arranged and labelled items sold.
  - Took stock of all items periodically.
- **Sales and Cashier** Apr. 2011 – Sept. 2013  
*Yvonne's Cosmetics*
  - Served customers when they visited the shop for products.
  - Marketed the products in the market for customers.
  - Kept records of all purchases and restocking of products.

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## VOLUNTEER/LEADERSHIP EXPERIENCE

- **Volunteer and Committee Member** 18<sup>th</sup> -19<sup>th</sup> November 2023  
*24<sup>th</sup> Annual Aldrich Multidisciplinary Conference, Memorial University.*
  - Planned the Conference with the team.
  - Educated students to patronize the conference.
  - Facilitated an Online Session during presentations.
- **Research Committee Member** Jan. 2022 to Date.  
*Same Consult, Accra, Ghana*
  - Planned and organized training, development, and empowerment sessions.
  - Counselling teenagers and students on career planning and development.
- **Member**  
*Brown Endowed Foundation, University of Ghana*
  - Visited the needy and less endowed in the community.
  - Contributed to discussion-making concerning activities.

- **Deacon and Head of Media Team**

*The Church of Pentecost, Mt. Carmel Assembly*

  - Led Bible Studies discussions
  - Organized and prepared auditorium for services.
  - Embarked on visitations on members both well and unwell.

Jan. 2020 – Date
- **Publications Committee Member**

*University of Ghana Economics Students Society*

  - Interview and profiled Lecturers
  - Presented economic updates and the history of the founding fathers.

Sept. 2019 – Apr. 2020
- **Finance Committee Member**

*The Mathematics Society, University of Ghana.*

  - Participated in budget preparation.
  - Reviewed and audited accounts

Sept. 2018 – Apr. 2019

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## ACHIEVEMENTS

- Department Scholarship – Graduate Level (Memorial University of Newfoundland and Labrador).
- Standard Chartered/Kenneth Hagan Scholarship – Graduate Level (University of Ghana).
- Part of the Top 5% of the Department's Graduating class of 2020.
- SRC "YI BI BOA" Scholarship – Undergraduate Level (University of Ghana).

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## REFERENCES

Available upon request.