

# NUBANIA FOROCO

## CONTACT

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020 679 0468



frokoryan@gmail.com



Accra, Greater Accra



17/04/2005

## SKILLS

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- Team Collaboration
- Active Listening
- Information Research and Sourcing
- Computer Skills
- CAD modeling

## PROFESSIONAL SUMMARY

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Driven Typist at the Environmental Protection Agency, adept in data entry and Microsoft Office, showcased excellence in editing and document management to enhance company documentation accuracy. Demonstrated exceptional team collaboration and active listening, significantly contributing to project success without exceeding a single error margin.

## EXPERIENCE

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May 2020 - August 2020

### Typist

Environmental Protection Agency, Accra, Greater Accra

- Edited completed work to correct grammar, spelling and punctuation
- Proficient in data entry, word processing and spreadsheet applications such as Microsoft Word and Excel
- Reformatted, converted and merged documents to conform to company specifications
- Expertly proofread documents for errors before printing or distributing them
- Maintained accurate records of all typed documents and ensured accuracy prior to submission

## EDUCATION

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Expected graduation July 2026

### Bachelor of Science (B.S.) in Robotic Engineering Candidate

Academic City University Collage, Agbogba

### High School Diploma

Accra Academy