

ODONKOR JANET DEDE- NYENGOR

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EDUCATION

BSc Biological Sciences

Sept 2019 – Sept 2023

Kwame Nkrumah University of Science and Technology (KNUST),
Kumasi, Ghana.

General Science

St. Roses Senior High
School

- West African Senior School Certificate Examination.

WORK EXPERIENCE

Personal Assistant

Oct 2024 - Dec 2024

Kaymora Studios, Kumasi

- Scheduled and managed appointments, photoshoots, and client meetings.
- Handled phone calls, emails, and client inquiries
- Managed the studio's social media accounts by creating and scheduling posts.

Administrative Assistant

Nov 2023 - Oct 2024

Mastercard Foundation Scholars Program, KNUST

- Monitored office supplies and placed orders to ensure resources were available when needed.
- Supported event planning and logistics for meetings, conferences, and company functions.
- Handled correspondence, including emails and phone calls from scholars of program and the general public.

Research Assistant

Jan 2024 - Oct 2024

Kwame Nkrumah University of Science and Technology, Ghana

- Questionnaire designing for the thesis of 16 thesis students.
- Assisting in the data collection, data entry and data cleaning of research projects of professors.
- Analyzing data and writing report of research projects of final year students.

Teaching Assistant

Jan 2024 - Sep 2024

Kwame Nkrumah University of Science and Technology, Ghana

- Proctored and graded mid-semester and final exams for 600 students.
- Held monthly tutorials for over 500 students in Medical genetics course.
- Created handouts, presentations, and other instructional resources to support the Medical Genetics course objectives.
- Updated and monitored online learning management systems with relevant course information like assignments, quizzes and lecture slides.

Research Assistant - Intern

Sep 2022 - Oct 2022

The Noguchi Memorial Institute for Medical Research, Accra Ghana

- Conducted literature reviews and gathered data to support ongoing research projects.
- Collected, organized, and analysed data using statistical software and research tools.
- Prepared reports, presentations, and summaries of findings for team members.

Project Manager - Intern

Nov 2021 - Dec 2021

Teens Aloud Foundation, South Africa.

- Organized mentorship programs in middle schools and universities in Johannesburg and Pretoria.
- Organized conferences on substance abuse and sexual abstinence.
- Marketed counselling packages to schools and churches in Pretoria.
- Raised and managed funds for the period of one month in Pretoria.

TECHNICAL & SOFT SKILLS

- Software Skills – (R, Canva, Python, Microsoft Office Suite,)
- Data Analysis Skills
- Critical Thinking and Problem-solving
- Team Management
- Initiative and Results Oriented
- Excellent Communication and Interactive
- Excellent Research Skills

LEADERSHIP EXPERIENCE

- | | |
|--|-------------------|
| • Team Leader, Final Year Design Project, KNUST | <i>2022-2023</i> |
| • Photography Representative at TAFone Media, Teens Aloud Foundation | <i>2021-2022</i> |
| • Globewide Missions Representative, Teens Aloud Foundation | <i>2020 -2022</i> |
| • Welfare Executive of Wildlife Club, St. Roses Senior High School | <i>2018-2019</i> |
| • Assistant school prefect, Ppty Preporatory School | <i>2015-2016</i> |

VOLUNTARY WORK

- Organized a voluntary program to a remote community in South Africa for over 100 participants for 3 days. (Teens Aloud Foundation)
- Organized educational conferences for Junior and Senior High Leavers (Teens Aloud Foundation)
- Distributed clothes, food and necessities to the people of Tamale, Northern Region (Teens Aloud Foundation)
- Assisted in the transporting and the aiding of people with disabilities at a program (Mastercard Foundation)
- Assisted in the distribution of goods and equipment to people with disabilities at a donation program

REFREES

- MR. K. K BAIDOO

Youth Development Consultant, Teens Aloud Foundation

0265649521

- DR. KINGSLEY BADU

Lecturer, Kwame Nkrumah University of Science and Technology.

0265012563

