

RAQIIBA ISSAHAKU

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SUMMARY

A self-motivated professional facilitator and data analyst with a genuine interest in acquiring knowledge and leveraging expertise to drive impactful outcomes. Backed by successful professional and internship experiences, I excel in data analysis, interpretation, and presentation, while fostering collaboration and engagement in diverse cultural settings. Known for professionalism, adaptability, and a commitment to continuous learning, I seek opportunities to apply my facilitation and analytical skills in a dynamic working environment to contribute meaningfully to organizational goals and societal progress.

SKILLS

- Lesson and curriculum planning
- Data interpretation and information organization
- Effective communication
- Multitasking
- Logical reasoning
- Teamwork and organization
- Time management
- Microsoft Office proficiency
- Attention to detail
- Problem solving
- Critical thinking

EDUCATION

UNIVERSITY FOR DEVELOPMENT STUDIES, Tamale, Ghana

Bachelor of Education in Basic Education | September 2021 – September 2024

UNIVERSITY FOR DEVELOPMENT STUDIES, Tamale, Ghana

Diploma in Basic Education | SEPT 2019-JULY 2021

DAMONGO SENIOR HIGH SCHOOL, Damongo, Ghana

Business | SEPT 2013-JULY 2016

CERTIFICATION(s)

Coursera, Online

Basics Of Data Analysis | MAR 2023- OCT 2024

Coursera, Online

Data Analysis with R-Programming | MAR 2023-OCT 2024

EXPERIENCE

Teacher | **Peeli-Sung Royal Academy** | Wa, Upper West

September 2023 - Present

- Performing administrative duties in the absence of the office administrator, ensuring seamless operations and continuity.

- Engaging with parents to address fee-related inquiries and provide detailed information about the school, fostering trust and transparency.
- Coordinating communication efforts by sending emails and text messages to remind parents of upcoming Parent-Teacher Association (PTA) meetings.
- Representing colleagues during stakeholder meetings, including high-profile events involving the queen mother and the headmaster, ensuring effective communication and collaboration.
- Teaching and managing a class, delivering lessons, assigning and grading work, and mentoring students to support their academic and personal growth.
- Demonstrating exceptional multitasking skills by balancing teaching responsibilities with administrative and stakeholder engagement tasks.

CODEO Observer | Coalition of Domestic Election Observers (CODEO) | Wa, Upper-West:

December 2024

- Unbiased independent observation, monitoring, and reporting on presidential and parliamentary elections to ensure adherence to proper procedures and timelines.
- Documented election activities, including start and end times, availability of materials, and any notable incidents.
- Provided detailed reports with time-stamped observations to support transparency and accountability in the electoral process.

Teacher | Bamahu Basic School | Wa, Upper West

October 2021 – September 2022

- Planned and prepared comprehensive lesson plans ensuring successful achievement of learning objectives as measured by graded assessments and utilizing effective instructional strategies.
- Researched and implemented innovative teaching strategies to enhance pupil learning outcomes.
- Used adequate teaching and learning materials for the understanding and appreciation of content matter being taught.

Teacher | Kabanye Islamic Primary | Wa, Upper West

September 2021 – October 2021

- Oversaw a classroom of 30-35 students and taught all subject areas and worked closely with other teachers to collaborate on different approaches to improve student learning.
- Designed and implemented performance improvement plans for underperforming students in consultation with parents and administrative staff.

Polling Assistant | Ghana Electoral Commission | Wa, Upper West:

December 2020

- Assisted in the setup and preparation of polling stations, ensuring all necessary materials and equipment were in place for smooth operations during elections.
- Provided clear and concise instructions to voters, guiding them through the voting process and addressing any questions or concerns they had.
- Collaborated with other polling assistants and the Electoral Center Supervisor to resolve any issues or discrepancies that arose during the voting process.

Verification Officer | Ghana Electoral Commission | Wa, Upper-West:

December 2016

- Participated in training sessions and workshops to enhance knowledge of electoral procedures, laws, and regulations.
- Adhered to strict ethical standards, ensuring impartiality, confidentiality, and integrity throughout the electoral process.
- Verified voter identification documents and checked eligibility to cast votes, maintaining a high level of accuracy and attention to detail.

HOBBIES

- Volunteer in mentorship programs that aim to guide young women and girls to achieve their academic and personal goals.
- Reading and researching on women's empowerment and education equity to stay informed and inspired
- Watching TV documentaries of successful women entrepreneurs
- Trying new recipes and cooking foreign and local dishes.
- Reading mystery novels and poetry

LANGUAGES

ENGLISH LANGUAGE, Full Professional Proficiency

WAALE, Full Professional Proficiency

REFEREES

DAN FROKO

Telephone: 0244043691

NANGSOM YUGBAN, Bamahu Primary

Telephone: 0243459633

ADAMS IDDRISU THIRDMAN, Ghana Electoral Commission

Telephone: 0200332425