

BEATRICE E. M. OSSEI- GUDOM PMP®
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PERSONAL STATEMENT

Dedicated Project management professional with history of meeting company goals utilizing consistent and coordinated practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand. Team-oriented individual promoting exemplary presentation, project management and risk oversight skills.

CURRENT ENGAGEMENT

Juaben Municipal Assembly (Juaben- Ashanti Region)
Assistant Engineer (Local Government Service)
(November, 2020 – Date)

MAIN DUTIES

- Adhered to timelines to meet quality assurance targets.
- Planned, produced and reviewed reports and studies to identify and recommend engineering solutions.
- Maintained positive work atmosphere by building relationships with co-workers, customers, clients and management.
- Adhered to safety procedures and good housekeeping standards to comply with regulations.
- Determined budget, manpower, schedule and material needed to successfully execute projects.
- Assessed scope and requirements to assist with project design determinations.
- Facilitated development, design and execution of projects.
- Provided technical assistance to staff when needed.
- Shadowed designers and engineers to learn ways to implement methodologies.
- Assembled bid proposals for presentation to potential stakeholders under supervision of senior engineer.

PREVIOUS ENGAGEMENT

Earlbeam Construction Limited (Dzorwulu- Accra)
Project officer (Project Management & Document Control)
(June, 2020 – November, 2020)

MAIN DUTIES

- Partnered with project team members to identify and quickly address problems.
- Adjusted project plans to account for dynamic targets, staffing changes and operational specifications.
- Gathered and structured supporting materials for meetings and project updates.
- Cultivated and deepened relationships with key stakeholders.
- Established scope, schedule, and assignments for entire team.
- Monitored deadlines and milestones to keep team on track with project schedule.
- Recruited and oversaw personnel to achieve performance and quality targets.
- Obtained needed resources by strategically negotiating with stakeholders and outside suppliers.

- Initiated and facilitated meetings between project stakeholders to discuss deliverables, schedules, and conflicts.
- Reported regularly to managers on project budget, progress, and technical problems.

Earlbeam Facilities Management Limited (Dzorwulu- Accra)
 Administrator/ Human Resource Assistant
 (August, 2019 – May, 2020)

MAIN DUTIES

- Maintained personnel records and updated internal databases to support document management.
- Aided colleagues, managers and customers through regular communication and assistance.
- Evaluated operational practices and identified improvement opportunities to develop revisions for systems and procedures.
- Completed forms and reports to facilitate admission, transfer or discharge.
- Coordinated with human resources department to handle payroll and personnel databases.
- Computerized office activities-maintained customer communications and tracked records through delivery.

Earlbeam Facilities Management Limited (Dzorwulu- Accra)
 Administrative Assistant
 (February, 2018 – July,2019)

MAIN DUTIES

- Restocked supplies and submitted purchase orders to maintain stock levels.
- Generated reports and typed letters in Word and prepared PowerPoint presentations.
- Maintained company handbook to outline policies and provide insights to company mission and values.
- Interacted with vendors to purchase and set up equipment and services.
- Scheduled office equipment repair and maintenance to extend equipment lifespan and prevent unplanned downtime.
- Conducted onboarding to help new hires adjust to administrative and performance aspects of jobs.
- Recorded meeting minutes to provide historical account of actions, measure progress against strategic plan and drive accountability.
- Executed record filing system to improve document organization and management.
- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.

Parliamentary Service of Ghana (Osu- Accra)
 National Service Person (Quantity Surveyor Trainee)
 (September, 2016 – July, 2017)

MAIN DUTIES

- Performed measurements for structural and architectural works to prepare cost estimates for projects.

- Managed and coordinated cost, availability and timely delivery of materials and project schedules for suppliers.
- Utilized cost estimation systems to document project information, create estimates and revise project costs to reflect current data.
- Calculated correct costs for project-specific goods and services by gathering information from team members, sub-contractors and vendors.
- Collected historical cost data to estimate costs for current or future products.
- Prepared estimates used by management for purposes such as planning, organizing and scheduling work.

EDUCATIONAL HISTORY/ TRAINING

University College London

(2022– present)

PhD Candidate Sustainable Construction

Kwame Nkrumah University of Science and Tech., Kumasi

(2019 – 2021)

MSc. Project Management

Kwame Nkrumah University of Science and Tech., Kumasi

(2012 – 2016)

BSc. Construction Technology and Management

ACCOMPLISHMENTS

- Employed Microsoft Excel to develop inventory tracking spreadsheets.
- Supervised team of Ten staff members.
- Achieved efficient project scheduling by introducing MS Project for scheduling tasks.
- Completed payroll for staff of fifty direct reports.
- Managed inventory and office budgeting for supplies for busy office of over fifty employees.
- Computer Proficiency - Created PowerPoint presentations that were successfully used for business development.
- Policy Development - Developed and implemented employee manual outlining all proper business procedures and office policies.
- Technology Proficient - Developed a strong knowledge of hardware and software while keeping abreast of new applications that increased efficiency and productivity for management.
- Human Resources - Recorded and filed employee benefit, salary and annual evaluation information.
- Coordinated weekly project team meetings and drafted agendas to increase meeting efficiency.

CERTIFICATION

Project Management Professional

PMP® No: 3262455

Project Management Institute

(2022)

CO-CURRICULAR ACTIVITIES

- **General Secretary**
Local Government Service Engineers' Association – Ashanti Region
2022 -Date
- **Financial Secretary**
International Movement of Catholic Students (Imcs Pax Romana, Knust Local)
2015-2016
- **Class Representative**
Construction Technology and Management Class
2013-2016
- **Vice Electoral Commissioner**
Building Technology Student Society (Knust)
2014-2015
- **General Secretary**
International Movement of Catholic Students (Knust Branch)
2014-2015

PROFESSIONAL BODY

Project Management Professional

Member, Project Management Institute (Ghana and UK Chapter)

Association of Project Management

Student Member

Women in BIM

Member

HOBBIES OR PASTIMES

Report Writing, Reading and Travelling

LANGUAGE PROFICIENCY

		<i>Ability to read</i>	<i>Ability to write</i>	<i>Ability to speak</i>
<i>First Language</i>	English	Very Good	Very Good	Very Good
<i>Foreign Language</i>	French	Beginner	Beginner	Beginner