**Philomena Ankomah**  
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[LinkedIn Profile] (Insert link)

**PROFESSIONAL PROFILE**

Results-driven educator and sales professional with a Bachelor’s degree in Art (History) from the University of Cape Coast. Extensive experience in teaching, academic support, and customer relations. Known for leadership abilities and a passion for promoting accessible education and organizational efficiency. Proven track record in assisting university students, particularly those with special needs, through tailored academic guidance and research support, resulting in improved learning outcomes. Skilled in sales management and business consultancy with a reputation for exceeding targets and fostering client relationships. Seeking to contribute educational expertise, administrative skills, and customer service excellence in a dynamic and growth-oriented environment.

**EDUCATION**

**University of Cape Coast** — Cape Coast, Ghana  
*Bachelor of Education (B.Ed.) in Art (History)*  
2019 – 2023

**Academy of Christ the King Senior Secondary School** — Cape Coast, Ghana  
*West African Senior Secondary Certificate Examination (WASSCE)*  
2014 – 2017

**Dunwell Methodist Junior High School** — [Location]  
*Basic Education Certificate Examination (BECE)*  
2011 – 2014

**TEACHING & ACADEMIC EXPERIENCE**

**Teaching Assistant** — Department of History, University of Cape Coast  
2023 – Present

* Assisted lecturers in preparing and delivering lectures.
* Guided undergraduate students in research methodology and final year project work.
* Assisted with data collection and research report writing.

**PROFESSIONAL EXPERIENCE**

**Sales Executive** — Easy Purchase  
2023 – Present

* Managed relationships with existing clients and acquired new clients.
* Organized daily schedules for order fulfillment and customer service.

**Business Consultant** — Rexon Consultancy Agency  
2020

* Coordinated client meetings and training seminars.
* Evaluated the effectiveness of training programs and provided feedback.

**Pupil Teacher** — Boss International School  
2017 – 2019

* Prepared lesson plans and taught various subjects.
* Communicated with parents regarding student performance.

**Insurance Agent** — Glico Insurance  
2017

* Contacted potential clients and assessed their needs for appropriate insurance plans.
* Maintained client records and prepared sales reports.

**LEADERSHIP EXPERIENCE**

**Church Secretary** — [Church Name]  
2019 – Present

* Managed administrative tasks, including answering phone calls, filing documents, and organizing schedules for church services.

**Account Assistant** — Boss International School  
2018 – 2019

* Prepared budgets and financial records for management.

**Girls Prefect** — Ackon House, Academy of Christ the King  
2016 – 2017

* Ensured discipline and supervised the upkeep of dormitories.

**Girls Head Prefect** — Dunwell Methodist Junior High School  
2013 – 2014

* Served as a liaison between students and the administration.
* Supervised prefects and managed student activities.

**PERSONAL RESEARCH EXPERIENCE**

**History Curriculum**: Investigating the effectiveness of the history curriculum in imparting historical thinking skills to students.

**RESEARCH INTERESTS**

* **West African History**  
  Focuses on the rich and diverse history of West Africa, from pre-colonial times through independence movements. Emphasizes understanding the cultural, economic, and political developments that have shaped the region.
* **Political History**  
  Investigates the evolution of governance and political systems in West Africa. This includes studying the effects of colonial rule, independence, and modern state-building efforts on political stability and governance.
* **Slavery and Colonialism**  
  Explores the transatlantic slave trade and the legacy of colonialism in shaping the socio-political and economic landscape of West Africa. Focuses on how these historical phenomena influence modern societal structures.
* **Social History**  
  Analyzes the day-to-day lives of ordinary people in West African societies throughout history. Topics include family dynamics, religious practices, education, and economic activities.
* **Gender History**  
  Studies the roles, contributions, and challenges faced by women and other gendered groups in West African societies. Investigates how gender intersects with issues such as colonialism, slavery, and post-independence reforms.

**PRESENTATIONS & CONFERENCES**

* **Atta Mills Memorial**, University of Cape Coast — 15 March 2023  
  Role: Minute-taking
* **Role Seminar: M.Phil Proposal Defense by Stanford Mensah** — 24 January 2024  
  Topic: "Assin Kushea and the Concept of Sankofa"
* **Seminar: Ph.D. Proposal Defense by Mr. Oliver Kofi Tasin** — 28 February 2024  
  Topic: "History of Sanitation Policy in Northern Ghana 1902-1966"

**AWARDS & HONORS**

* Most Dedicated Helper to Students with Disabilities — Aquinas Foundation (2023)
* Best Sales Executive — Rexon Business Consultancy (2023)
* Most Outstanding Team Leader — Rexon Business Consultancy (2023)
* Most Punctual Teacher — Boss International School (2019)
* Best Prefect — Ackon House, Academy of Christ the King (2017)

**SKILLS**

* Proficient in Microsoft Office Suite (Word, PowerPoint, Excel)
* Leadership and Teamwork
* Communication and Collaboration
* Problem-Solving and Critical Thinking
* Time Management and Organization

**LANGUAGES**

* English (Fluent)
* Fante (Native)
* Twi (Fluent)

**INTERESTS**

* Reading Historical Literature
* Storytelling and Creative Writing
* Volunteering and Community Outreach
* Exploring New Cultures
* Singing

**REFEREES**

**Dr. Peter Boakye**  
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**Mr. Isaac Yeboah Afari**  
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