**Etheldra Akahoho**

GT-292-8914

[etheldeak4@gmail.com](mailto:etheldeak4@gmail.com)

[GitHub](https://github.com/Theldra)

https://theldra.github.io/myportfolio/

0558320400/0262021004

**PERSONAL SUMMARY**

A reliable, hardworking, and detail-oriented professional with a strong foundation in tourism management. Equipped with excellent organizational, communication, and interpersonal skills developed through academic studies, internship, and national service experience. Adept at problem-solving, customer service, and adapting to new environments. Seeking opportunities to apply my diverse skill set and contribute to a dynamic organization while furthering my professional growth.

**EDUCATIONAL BACKGROUND**

**MEST** Web Development  
 *Sept. - Nov. 2024*

**University of Cape Coast** BSc. Tourism Management  
 *2019 - 2023*

**Alison** Microsoft Office 2010  
 *2019 - 2020*

**Ashaiman Senior High School** WASSCE  
 *2011 - 2014*

**WORK EXPERIENCES**

**National Service**

Ghana Dock Labour Company, Operations Department - Allocation Office

November 2023 - August 2024

• Assisted in booking dockers for port operations based on incoming requests

• Collaborated with supervisors to manage workforce allocation efficiently

• Gained practical experience in operations management and logistics

• Developed skills in coordination, communication, and time management

Volunteer

PANAFEST Festival, Cape Coast

2023

• Assisted in organizing and coordinating various festival events

• Ushered guests and assigned seating for dignitaries

• Supported conference arrangements and provided attendee services

• Gained hands-on experience in large-scale event management

**Vacation Internship**

Tona Print services

Summer/Vacation periods, 2020 - 2022

• Managed front desk by answering phone calls, sending and receiving emails

• Issued receipts and invoices

• Handled customer inquiries and resolved issues effectively

• Developed strong customer service and problem-solving skills

**SOFT SKILLS**

* Excellent written and verbal communication skills including dealing with customer complaints
* Proficient in Microsoft Office applications
* Extremely organized and attentive to details
* Teamwork – aiding other colleagues to get work done accurately and on time.

**TECHNICAL SKILLS**

* HTML
* CSS
* JAVASCRIPT
* REACT
* TAILWIND CSS

**REFEREES**

Mr. Richard Dogbey

Operations Manager

Ghana Dock Labour Company

0244533540

Mr. Seth Armah

Allocation Officer

Ghana Dock Labour Company

0596916582

Mr. Anthony Amaglo

Manager

Tona Print Services

0249542405