

# CURRICULUM VITAE

## AMORO TRACY ANIZI

CAPITAL HILLS, ACCRA.

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### CAREER PROFILE

An ambitious graduate with knowledge and some expertise in administration, market research, data management, client management, web development and web design . A strong collaborator , communicator, and decision-maker adept at leveraging analytical skills and technical proficiency to streamline operations to deliver efficient and innovative solutions. Interested in continuous learning and applying my skills to contribute to organizational growth.

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### CAREER OBJECTIVE

I aspire to work with an organization that offers a position where I can utilize my skills and capabilities to effectively contribute towards the organizational goals, promote the good image of the company or institution and also enhance my personal growth through continuous self development.

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### EDUCATIONAL BACKGROUND

UNIVERSITY OF GHANA | Bachelor's degree in Economics and Philosophy | 3.28/4.0 | **2017-2021**

HOLYCHILD SENIOR HIGH SCHOOL | Business Administration | West African Secondary School Certificate Examination | **2014-2017**

MEST TRAINING PROGRAM | Backend Development | Certificate | **Jan 2025**

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### EMPLOYMENT EXPERIENCE

INTELECARE LLC - Remote|VIRTUAL OFFICE MANAGER | JANUARY 2023 - SEPTEMBER 2024

Responsibilities:

- General Administrative duties

GA EAST MUNICIPAL HOSPITAL - Kwabenya, Accra | Records Clerk (NSS) | **OCTOBER 2021 - OCTOBER 2022**

Responsibilities:

- Providing assistance to new patients
- Assisting departmental physicians.

## **OPPORTUNITY INTERNATIONAL SAVINGS AND LOANS - Accra | Internship | JULY 2019 - August 2019**

Responsibilities:

- Balancing of receipts
  - Assisting loan managers
  - Assessing the creditworthiness of small businesses
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## **SOFT SKILLS**

- Teamwork and Collaboration
  - Communication and Leadership
  - Meticulous and a quick-learner.
  - Excellent customer and client management skills
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## **TECHNICAL SKILLS**

**Languages :** HTML | CSS | JavaScript

**Frameworks :** Express.js

**Databases :** MongoDB

**Tools :** Google Workspace | Zoom | Slack | EMR

**Others :** Git | GitHub | Figma

## **DRIVING SKILL**

Accomplished in basic driving skill and will be able to take on any responsibility or position that requires constant semi- long distance travel by road.

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## **RELEVANT INTEREST AND HOBBIES**

- Exercising, Creative arts and volunteering in charity initiatives
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## **REFERENCES**

Available on request.

**TRACY ANIZI AMORO**