

ISAAC SARFO ADJEI

225 Ramsay Street, San Marcos, Texas. |+1 (737) 213 0776 | adjeisarfoike@gmail.com

PERSONAL PROFILE AND OBJECTIVE

I graduated with first-class honors from Kwame Nkrumah University of Science and Technology, where I earned a Bachelor of Arts in Publishing Studies. I am passionate about digital communication, graphic design, and content strategy. I enjoy solving problems and tackling challenges with creativity and focus, and I work well in team settings. I am dedicated to learning, growing, and contributing meaningfully to the field of mass communication while pursuing my academic and career goals.

WORK EXPERIENCE

SALES REP – DAVERO ICE | NOVEMBER 2020, DECEMBER 2021 |

- Monitored and recorded daily sales transactions to ensure inventory and financial tracking accuracy.
- Provided excellent customer service by addressing inquiries and offering product recommendations.
- Managed stock levels, ensuring adequate supply to meet customer demand.

INTERN, EXCELLENCE PUBLICATION AND STATIONERY | AUGUST 2022 |

- Edited and proofread manuscripts, ensuring grammatical accuracy, clarity, and adherence to publication standards.
- Coordinated book deliveries to clients and maintained timely and efficient service.
- Marketed books to educational institutions, retail clients to enhance brand visibility and sales.

PERSONAL ASSISTANT AND RENTAL MANAGER, DAVERO ELECTRICAL ENGINEERING LTD

| SEPTEMBER 2024 – JULY 2025 |

- Managing and organizing schedules, including setting appointments and meetings.
- Managing the social media accounts of the company

- Designing promotional material and content for the company
- Handling phone calls, emails, and correspondence on behalf of the employer.
- Coordinating travel arrangements, including booking flights, accommodations, and transportation.
- Preparing reports, presentations, and other documents.
- Oversaw shipment of generators to the company.
- Organizing and maintaining files, both electronic and physical.
- Managing expenses and budgeting, tracking receipts and financial records.
- Running errands such as depo, picking up items, and delivering documents.
- Conducting research and gathering information as needed.

GRADUATE ASSISTANT, DEPARTMENT OF DIGITAL MEDIA COMMUNICATION

TEXAS STATE UNIVERSITY | AUGUST 2025 – PRESENT|

- I hold **regular weekly office hours** to provide individual and small-group tutoring on course material and assignments.
- I provide **constructive feedback** on student performance in assignments and tests, understanding, and learning strategies.
- I serve as the **primary point of contact** for student inquiries regarding course content and deadlines.

EDUCATION

• M.A. DIGITAL MEDIA COMMUNICATION | AUGUST 2025– PRESENT|

Texas State University

• B.A PUBLISHING STUDIES | SEPTEMBER 2019 – NOVEMBER 2023 |

Kwame Nkrumah University of Science and Technology

• West African Senior School Certificate Examination (WASSCE) | OCTOBER 2016 – JUNE 2019 |

Kumasi Anglican Senior High School

SKILLS & ABILITIES

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Access)
- Proficient in QuickBooks, an accounting software designed for keeping track of income and expenses.
- Adept in quantitative and qualitative research methods.
- Skilled in content creation and strategy.
- Skilled in Adobe Photoshop, Adobe Audition, Adobe Premiere, Adobe InDesign, and other design tools.