

charlotteseyab19@gmail.com

SUMMARY

I am an ambitious and highly motivated worker who holds a Bachelor's degree in Social Work with a minor in Sociology from the University of Ghana.

Through national service, volunteer work, and internships, I've honed my talents in teamwork, data management, and community involvement. I am adaptable, eager to learn, and succeed in proactive workplace behavior.

EXPERIENCE

National Service Person

Gomoa East District Assembly November 2023 - May 2024, Central Region

- **Daycare Registration:** Successfully registered daycares within the district, ensuring compliance with local regulations and standards.
- **Case Management:** Collaborated with social welfare officers to handle cases, reaching amicable solutions that benefitted all parties involved.
- **Environmental Collaboration:** Partnered with environmental officers to implement initiatives aimed at maintaining cleanliness and environmental health within the district.
- **Health and Safety Compliance:** Conducted medical screenings for food vendors to certify their fitness, ensuring the continued safety and health of the community.

Secretary

Gold Crest Consultancy

February 2023 - October 2023

- **Client Relations Management:** Scheduled and coordinated meetings with clients to ensure seamless communication and efficient use of time.
- **Email Correspondence:** Managed the agency's email inbox, efficiently handling incoming and outgoing communications.
- **Telecommunication:** Professionally received and made calls to clients, addressing inquiries and facilitating smooth interactions.
- **Executive Support:** Acted as the primary liaison between the CEO and staff, ensuring clear and effective communication across all levels.
- **Team Coordination:** Monitored and ensured the timely and proper completion of tasks by other workers, fostering a productive work environment.

- **Payroll Administration:** Managed and processed monthly payments for employees, maintaining accurate records and ensuring timely disbursement.

Volunteer

Hope For That Child January 2023 - May 2023, Accra

- **Outreach and Donation:** Traveled with the NGO to execute quarterly donations of menstrual kits to girls in need, ensuring they received essential support.
- **Data Management:** Accurately updated and maintained records on the number of girls being supported, enhancing the NGO's data tracking capabilities.
- **Donor Communication:** Drafted and sent emails to potential donors and supporters, effectively communicating the NGO's mission and needs to secure additional funding and resources.

Intern

Hope For That Child October 2022 - November 2022, Accra

- **Data System Development:** Assisted in the development and implementation of a new data entry system, resulting in a 15% increase in data accuracy and a 20% reduction in processing time.
- **Child Interaction:** Engaged with children supported by the NGO to assess their needs, providing valuable insights to tailor support services.
- **Donor Communication:** Drafted and sent emails to potential donors and supporters, effectively conveying the NGO's goals and securing additional resources.
- **Team Coordination:** Scheduled and facilitated weekly meetings with interns and our supervisor to monitor progress and ensure alignment with project goals.

EDUCATION

Bachelor of Arts in Social work

Minor in Sociology • University of Ghana • Accra, Ghana • 2024

- Awarded Full scholarship for 4 years

CERTIFICATIONS

Career Boost with Power BI

Exodus Experts • 2024

- Certified for completing a 4-hour training in Power BI with comprehensive knowledge of data visualization, dashboard creation, and business intelligence analytics.

ALX AI Career Essentials Course

ALX Ghana • 2024

- Certified in AI Essentials, with comprehensive knowledge of foundational principles and practical applications in artificial intelligence. Proficient in understanding AI algorithms, machine learning techniques, and their potential impact across various industries.

Web Development Fundamentals

IBM Skills Build • 2024

- Gained foundational skills in HTML, CSS, JavaScript, and web design principles.
- Learned how to build responsive, user-friendly web pages and websites, enhancing my technical ability to design and develop interactive front-end solutions.

Responsive Web

Design Free Code

Camp • 2023

- Certified in HTML and CSS with proficiency in creating and designing dynamic web pages.

Cybersafe Essentials Course

Cybersafe Foundation • 2023

- **Certified in Cybersecurity Essentials:** Successfully completed a foundational course in cybersecurity, acquiring essential knowledge and skills to identify and mitigate basic cybersecurity threats.

Public Speaking: Speaking with Confidence

Baobab • 2023

- **Certified in Public Speaking:** Successfully completed a comprehensive course on public speaking, enhancing my ability to communicate confidently and effectively in various professional settings.

COURSEWORK

Medical Social work

University of Ghana • 2022 • Teamwork

SKILLS

Html, CSS

Public Speaking

Excel

Prompt Engineering

AI Applications