**curriculum vitae**

**Loretta asare**

**misslasare@gmail.com**

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| **P.O.BOX ds 1248, dansoman-accra. Tel: +233-242529308** | | |
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| **Education** | | |
|  | * **University of Ghana, Legon**   **Bachelor of Arts Degree in Psychology & English Sep. 2011 - May 2015**   * **Mfantsiman Girls’ Secondary School** **Oct. 2007 - May 2011**   **General Arts (WASSCE)** |
| **WORK EXPERIENCE** | | |
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**West Africa Centre for Crop Improvement (WACCI)**

Position: International Relations Consultant (National Service Personnel)

July 2015 to July 2016

**Achievements:**

* Coordinated the Ambassadors of Goodwill project, which helped raise funds to enroll students at WACCI
* Recruited the largest PhD cohort in the history of WACCI
* Responsible for the correspondence with the German Academic Exchange Service (DAAD) to secure scholarships for students
* Worked in a team to develop a framework for the Consortium of Agricultural Education and Innovation Frontrunners in West Africa (CAEIFWA)
* Key person in the recruitment of WACCI’s first MPhil in seed science and technology
* First national service person to represent WACCI at an international conference and make a presentation <http://www.wacci.edu.gh/content/wacci-ranked-lead-ace>
* Member of the Local Organizing Committee of the World Bank’s Africa Centers of Excellence 8th Project Steering Committee Meeting and 5th Workshop

**Duties and Responsibilities:**

* Recruiting students into WACCI programmes
* Corresponding with international and local partners
* Writing of concept notes for partnership
* Writing of news items, reports, agenda, minutes and action points
* Ensuring all deadlines and action points have been met
* Academic registration of students
* Administrative support (managing website content, acquiring hostel facilities for students, etc.)
* Event planning and management.

**Unilever Ghana Ltd**

October 2013 - April 2015

Position: Brand Ambassador

**Achievements:**

* Organized two successful programmes (UNIDAY) to bring the Unilever brand to the doorsteps of students
* Participation of University of Ghana students in Unilever IDEATROPHY competition.

**Duties and Responsibilities:**

* Promote the name of the Unilever brand on campus
* Market and create awareness about the brand and its products
* Organize events that bring students close to the brand and create an opportunity for students to interact with the top notch of the company

**Metro Mass Transit Limited**

July - August 2014:

Position: Intern

**Achievements:**

* Prompt response to customer complaints.

**Duties and Responsibilities:**

* Receiving complaints from customers
* Addressing customer complaints through the appropriate medium
* Receiving and dispatching letters
* Day-to-day operations

**Accra Psychiatric Hospital**

April - May 2014:

Position: Volunteer

**Achievements:**

* Part of the first batch of University of Ghana Psychology (UNIGAPS) students to volunteer at a psychiatric hospital

**Duties and Responsibilities:**

* Counseling of patients

**EXTRACURRICULAR ACTIVITIES/ POSITIONS HELD IN SCHOOL**

* 2006 - 2007: Social Committee Member Christian Home School
* 2008 - 2009: Chinnery House Representative, Ghana Methodist Students Union (GHAMSU),

Mfantsiman Girls Secondary School

* 2009 - 2011: General Secretary, Ghana Methodist Students Union (GHAMSU),

Mfantsiman Girls Secondary School

* 2013 - 2015: General Secretary
* Association of Students of Legon (ASEL), University of Ghana
* 2014 - 2015: Junior Common Room, Vice President
* Hilla Limann Hall, University of Ghana
* 2013 - 2014: Member, Child Evangelism Fellowship, University of Ghana
* 2013 - 2015: Member, AIESEC Ghana

**AWARDS AND OTHER CERTIFICATION**

* 2010: GHAMSU National Essay Competition (1st Position)
* 2015: Outstanding Leadership, Hilla Limann Hall
* 2014: Career Development Training Programme, University of Ghana Counseling

and Placement Centre

* 2014: Leadership Training Seminar, University of Ghana

**PROFESSIONAL SKILLS**

* Microsoft Word, Outlook, Excel, PowerPoint, Outlook

**SPECIAL PERSONAL STRENGTH**

* Ability to get along with others of different backgrounds.
* Respect for different opinions other than mine
* Preparedness to learn
* Ability to adjust
* Attention to detail

**INTEREST AND HOBBY**

* Reading

**REFEREES**

1. Professor Eric Yirenkyi Danquah 2. Professor Martin Oteng-Ababio

Founding Director Former Senior Hall Tutor

West Africa Centre for Crop Improvement (WACCI) Hilla Limann Hall

University of Ghana University of Ghana

Telephone: +233244632088 Telephone: +233244382281

Email: [edanquah@wacci.edu.gh](mailto:edanquah@wacci.edu.gh) Email: moababio@yahoo.com