

ELLIOT K. A. B. YAMOAH

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CAREER OBJECTIVE

My career objective is to provide technical support in social and managerial aspects of business; specializing in the fields of customer relations, research and development, graphic design, architecture, real estate, marketing, projects and facility management.

WORKING EXPERIENCE

| POSITION | | COMPANY NAME | LOCATION | DATE |
|----------------------------|------|--|-------------------------|----------------------|
| Community Liaison Officer | Part | Hopeful-Way Recovery Community | Accra, Ghana | Apr 2017 - Present |
| National Service Personnel | Full | GIMPA International Programs | Accra, Ghana | Sept 2019 - Aug 2020 |
| Operations Assistant | Full | Reliance Security & Allied Services (RSAS) | Accra, Ghana | Jun 2012 - Aug 2012 |
| Front Desk Attendant | Full | Northridge Fitness Centre | Los Angeles, California | Jun 2001 - Aug 2001 |
| Front Desk Attendant | Full | Alpha Hairdressing & Beauty Therapy | Harare, Zimbabwe | Feb 1998 - Mar 1998 |
| Shop Attendant | Full | Club Paradise | Harare, Zimbabwe | Dec 1997 - Jan 1997 |

KEY RESPONSIBILITIES & ACHEIVEMENTS

- Taking weekly meeting minutes and performing minor secretarial assignments
- Designing flyers for events and assisting with event setups
- Acquiring articles and featuring in documentaries and episodes
- Assisting exchange students with visa processing
- Organizing contact databases in Outlook and CSV files
- Drafting, reviewing and dispatching documents, letters, memos and reports
- Assisting with facility maintenance and equipment
- Managing customer receipts, the front desk and assisting around the shop
- Record keeping, logging account journals and memberships for businesses and managing payroll
- Attending to customers and stock taking of clothing and apparel

EDUCATION

| QUALIFICATION | INSTITUTION | LOCATION | DATE |
|---|---|-------------------------|---------------------|
| Project Management Professional Training Programme | GIMPA Greenhill College | Accra, Ghana | Jan 2024 – May 2024 |
| Bachelor of Science Honours Degree in Project Management | GIMPA Greenhill College | Accra, Ghana | Jan 2021 - May 2023 |
| Certificate of Sobriety | Action Chapel International Compassion in Action (ACICIA) | Accra, Ghana | Jul 2016 - Dec 2020 |
| Diploma in Management Studies-DMS | GIMPA Greenhill College | Accra, Ghana | Aug 2017 - May 2019 |
| Certificate in 12 Steps Programme | Action Chapel International Compassion in Action (ACICIA) | Accra, Ghana | Sep 2015 - Jul 2016 |
| Bachelor of Architecture-BARCH (IC) | Central University | Accra, Ghana | Aug 2010 - Mar 2014 |
| City & Guilds Microcomputer Technology II HND 2230 | Speciss College | Mashonaland, Zimbabwe | Aug 2000 - May 2008 |
| Bachelor of Applied Technology (IC) | Conestoga College | Waterloo, Ontario | Aug 2004 - May 2005 |
| Diploma in Architecture (IC) | West Los Angeles Institute of Architecture and Design (LAIAD) | Los Angeles, California | Aug 2002 - May 2003 |
| Bachelor of Engineering (IC) | California State University, Northridge (CSUN) | Los Angeles, California | Jan 2001 - May 2002 |
| City & Guilds Microcomputer Technology I HND 2230 | Speciss College | Mashonaland, Zimbabwe | Jan 2000 - Dec 2006 |
| SAT I | College Board | Mashonaland, Zimbabwe | Jan 2000 - May 2000 |
| GCE Advanced Levels - Management of Business | Zimbabwe Distance Education & Technical College (ZDECO) | Mashonaland, Zimbabwe | Jan 2000 - May 2000 |
| GCE Advanced Levels - Mathematics, Accounting, Management of Business, Technical Graphics | Peterhouse School | Mashonaland, Zimbabwe | Jan 1994 - Dec 1999 |

ACQUIRED SKILLS

- Development of a Health & Safety programme outline
- Insight in the management and operations of a business
- Application of the 12 Step Addiction Recovery Programme
- Managing client briefed architectural design projects
- Designing and developing programs and systems to achieve a desired and predictable outcome
- Technical cooperative team skills in architecture projects and facility management
- Graphic and web design skills
- Basic technical support skills for digital systems
- General Certificate of Education at Advanced Levels

ATTRIBUTES & HOBBIES

- Cheerful, Competitive, Confident, Energetic, Flexible, Honest, Open-Minded, Optimistic and Presentable.
- Interested in: Athletics, Ballroom Dance, Basket Ball, Chess, Christian Forum, Debating, Diner's Club, Swimming, Travel

REFERENCES

CONFIDENTIAL

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