

PERSONAL INFORMATION

JUSTINA AIDOO

 P. O. Box Ks23, 23321 Adum –Kumasi (Ghana)

 (+233) 26 216 4818

 aidoo.rhoda2017@gmail.com

Sex Female | Date of birth 08/08/1987 | Nationality Ghanaian

WORK EXPERIENCE

2015–Present

ENROLLED NURSE

Komfo Anokye Teaching Hospital, Kumasi (Ghana)

- Assisting intubation
- Nursing care of patient.

2012–2015

ENROLLED NURSE

Okomfo Anokye Teaching Hospital, Kumasi (Ghana)

- Admitted and discharged patients
- Administered prescribed medication

2004–2007

RECEPTIONIST

Agyem Hotel, Kumasi (Ghana)

- Dealt with bookings
- Checked guests in when they arrived and out when they left
- Prepared bills and took payments
- Responded to customer complaints

EDUCATION AND TRAINING

2009–2011

PROFESSIONAL CERTIFICATE

Kokofu Nursing Training College, Kumasi (Ghana)

Feb 2008–Dec 2008

WEST AFRICAN SENIOR SCHOOL CERTIFICATE

St. Louis Classes (GNAT), Kumasi (Ghana)

PERSONAL SKILLS

Mother tongue(s)

Asante twi

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

Good communication skills gained through my experience as Receptionist
Good contact skills with patients gained through my experience as Nurse

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Independent user	Independent user	Independent user	Independent user

Digital skills - Self-assessment grid

- Good command of Microsoft office suit(word, excel] - MS– DOS & Windows