

## BOATENG ERIC KWAKYE

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### BACKGROUND INFORMATION

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Seeking to build a career with a thriving institution with a strong inclination towards people advancement, whereas part of such a dynamic team I will contribute devotedly to the goals of the organization. Excellent conflict management, communication, and interpersonal skills. Church of Jesus Christ of Latter-Day Saints Office clerk with 7 years of experience in handling confidential tasks, making routine office tasks as efficient as possible while maintaining high standards and achieving ward's goals. Highly motivated and able to motivate others to achieve a common organizational goal. Typing speed of 50 WPM and ability to use Excel, Microsoft SQL, Microsoft Access, Google sheets, and content management systems. I have creative social media and digital marketing strategies as well

### SKILLS

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- Excellent written and verbal communication skills, including dealing with formal complaints and giving formal presentations to executives.
- Proficient in Microsoft Office applications and Google Applications.
- Extremely organized and attentive to detail.
- Excellent at record keeping and filing.
- Able to perform clerical and administrative duties in a fast-paced environment
- Able to use Content Management Systems (eg. WordPress)

### EDUCATION

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<b>B. S. in Information Technology</b> , <i>Accra Institute of Technology</i>	<b>July 2022</b>
<ul style="list-style-type: none"><li>• Relevant coursework: Programming with C++ and Java, Database Management, Network Systems, IT Professional Ethics</li></ul>	
<b>Certificate in Python Programming</b> , <i>University of Michigan (Coursera)</i>	<b>November 2020</b>
<b>Adv. Diploma in Software Engineering</b> , <i>I.P.M.C</i>	<b>February 2017</b>
<b>Diploma in Software Engineering</b> , <i>I.P.M.C</i>	<b>February 2016</b>
<b>Certificate in Software Engineering</b> , <i>I.P.M.C</i>	<b>February 2015</b>

### WORK EXPERIENCE

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<b>Engage Now Africa, Accra - Ghana</b> <i>IT Support Personnel, (Internship)</i>	<b>April 2017- Date</b>
<ul style="list-style-type: none"><li>• Worked closely with the Education Department in maintaining their database and ensuring that all student's information is updated to enable them to make good and strategic decisions.</li><li>• Worked with the Project Director to design an amortization schedule which gave a complete table of periodic loan payments, showing the amount of principal and the amount of interest that comprises each payment until the loan is paid off at the end of its term. The form also gave a monthly and quarterly summary of the payments made comprising of defaulters and non-defaulters. This enabled them to know those who qualified for a loan. This increased loan payment by 15% and efficiency.</li><li>• With the help of the Project Director, I designed a budget disbursement form for Micro-Credit to enable them to efficiently disburse their monthly (quarterly) budget to various groups. This increased efficiency in the department.</li><li>• With the support of the End Modern Slavery team, we are currently designing a website that would enable people to report trafficking for necessary actions to be taken.</li></ul>	
<b>Church of Jesus Christ of Latter-Day Saints, Accra-Ghana.</b> <i>Office Clerk (Volunteer)</i>	<b>May 2014 - Date</b>
<ul style="list-style-type: none"><li>• Provides membership and financial reports directly to the ecclesiastical leader (bishop) to enable him to make strategic decisions for the ward (branch)</li></ul>	

- Analyzes trends, strengths, and weaknesses within the ward to help follow up on less-active members
- Supervise the work of assistant clerks and secretaries to ensure accurate attendance are taken for all members
- Responds to record-keeping questions and requests for help.

**Webs Ghana, Accra Ghana.**

**January 2017 – March 2019**

*Web Developer*

- Increased annual turnover by 20% through efficient designing and coding of websites according to client's specifications.

**OTHER EXPERIENCE**

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**Pathway Microsoft Office 2013 Program**

**August 2016 -January 2017**

*Student*

- Acquired adequate knowledge in the efficient use of Microsoft Word, Excel, and PowerPoint to process, analyze, format, and present data in the most comprehensive manner with greater flexibility and connectivity.

**The Church of Jesus Christ of Latter-Day Saints-Nigeria Port Harcourt Mission**

**March 2012 - March 2014**

*Missionary (Volunteer)*

- Planned, organized, and trained other missionaries on goal setting, relationship building, and management skills.
- Taught the doctrines and principles of the gospel of Jesus Christ, including the nature of God and God's plan for mankind

**ACCOMPLISHMENTS & ACTIVITIES**

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**Seminary and Institute Diploma (2016)**

## REFEREES

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