

JACQUELINE OFFEI

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PROFESSIONAL SUMMARY

I am an optimistic and hardworking individual dedicated to continuous learning. With experience in administration and customer service, I work well in a team and possess good organizational and communicating skills. I am seeking a role, where I can develop my professional and personal competencies.

EDUCATION

University Of Ghana	Legon, Accra
Bachelor Of Arts Geography and Linguistics	October 2019-August 2023
Aspire Leaders Institute (Online)	January 2024-April 2024

WORK HISTORY

GHANA METEOROLOGICAL AGENCY	East Legon
-Accra	
National Service Person	November 2023-Present
<ul style="list-style-type: none">Handled communication of output from weather forecast model to other units in the agencySupported staff in the organisation of lunch and social activities at the officeAssisted in preparing presentations and documents for internal use	
Myrtle Hostesses	Accra
Usher(Part time)	November 2022 – Present
<ul style="list-style-type: none">Transitioned to waitress during periods of short staffingCollaborated with team members in aiding guests during eventsCoordinated events by managing crowd flow and guest assistance	
I & C Shipping and Logistics	Awoshie-Accra
Administrative Intern	June 2022
<ul style="list-style-type: none">Assisted in handling communications with customers about the arrival of their goodsAssisted in formulating packing list for shippingTracked and updated stakeholders on the status of Goods-in-TransitAided in preparing invoices	
Triple Protection Service	Haatso- Accra
Administrative Intern	
<ul style="list-style-type: none">Assisted in updating a filing system of records and logisticsAided the marketing department in making rounds	

LEADERSHIP EXPERIENCE

Assemblies of God Campus Ministry	UG Campus
Hall Secretary	August 2022 – August 2023
<ul style="list-style-type: none">Coordinating weekly hall meetings for efficient use of time.Prepared monthly reports, meeting agenda and took minutes for meetings	

VOLUNTEER ACTIVITIES

Play and Learn Foundation (Weekend Volunteer)	October 2022 – Present
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- Assisted in organising weekly meetings while supporting children to read and write

SKILLS AND ABILITIES

- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Good Communication
- Time Management
- Team Collaboration
- Organization

LANGUAGES

- English (Proficient in verbal and writing)
- Twi (Mother Tongue)