**JENNIFER ADOFO**

(872) 806 4875

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EDUCATION

September 2015 - December 2019 Central University

Bachelors of degree in Management Studies Health Service

Administration (Honors)

September 2008- December 2010 Benedictine University, Springfield, IL

Associates in Art & Science (Cum Laude)

May 2004 – May 2008 Nicholas Senn High School, Chicago, IL

High school Diploma (Cum Laude)

AWARDS & SCHOLARSHIPS

2016 National Honor Society Scholarship

2016 National Honor Society Excellence Scholarship

2017 Central University Grant & Scholarships

WORK EXPERIENCE

**November 2018 – February 2020 Capital Bank in Ghana**

**Data Analysis (about 1 years’ experience)**

**Duties:**

* Managed the coordination and logistics of both internal and external meetings
* Arranged and coordinated complicated domestic and international travel
* Organized all aspects for offsite conferences and external events, including catering and transportation
* Processed invoices and T&E expense claims for team members.
* Ensured all policies are followed and items are processed within provided guidelines.
* Acted as a subject matter expert for policies and procedures.
* Maintained current organizational charts and Executive Bio’s
* Assisted with staff on-boarding and off-boarding, which included requesting equipment setup and system access
* Handled regular activities without prompting, and advised in advance with issues or delays
* Assisted in editing spreadsheets and presentations, including printing and binding, for client meetings
* Worked cooperatively with the administrative assistant’s team, in positive partnership to support each other smoothly

ACCOMPLISHMENTS

* Organized confidential situations as well as proven experience interacting with senior management
* Accomplished strong interpersonal, written, oral communication skills and proficiency in Microsoft Office
* Made appropriate decisions in high-volume-environments
* Demonstrated strong organizational and time management skills
* Developed excellent telephone etiquette and ability to manage competing priorities like calendar management
* Lead and coordinated on ad hoc projects as requested
* Produced high quality emails and messages to individuals at all levels of the organization

WORK EXPERIENCE

March 2012 – December 2016 CareLinx Private Homecare

Duties;

* Performed personal care activity with clients and dignity in a home-like manner.
* Reminded clients to take their medications and assisted with bathing and dressing along with activities of daily living
* Performed personal care, medication reminders, escort to doctor's appointments, prepared meals and performed in door games and outdoor activities.
* Performed personal care activities in a professional manner that maximized residents' independence and dignity in a home-like environment
* Provided personal hygiene and recorded medical history and symptoms plus performed diagnostic tests.

SPECIAL SKILLS

* Proficient PC Skills, including Excel, Access, Word, Power Point, JavaScript and basic programming for statistical purposes.
* Excellent verbal/written communication skills, including ability to make effective presentations and write articles publishable in trade magazines.
* Strong quantitative and analytical skills.
* A driven, quick learning and highly responsible candidate
* A strategic thinker who applies analytic acumen to business objectives so as to develop impactful SMART (Specific, Measurable, Attainable, Realistic, Timely) recommendations.
* Energetic, motivated, and strong team player (that is I deliver insightful analysis using excel to help drive management decision).
* Am a self-starter who possesses the ability to work autonomously in a fast-paced environment with great attention to detail
* Strong effective communicator that is able to present analytical information visually on power points, zoom, & Kaltura media to audience and senior management.

CERTIFICATIONS

January 2010 Certified Nursing Assistant