

# JOHN ANSAH

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## PROFESSIONAL SUMMARY

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Detail-oriented and tech-savvy administrative professional with a strong foundation in IT support, office operations, and digital communication tools. Proven experience supporting high-level teams in both physical and virtual environments. Highly adaptable, organized, and committed to delivering efficient support and seamless service. Currently seeking entry-level opportunities in the tech industry as well as full-time administrative or front-desk roles where strong communication, initiative, and a proactive mindset are key.

## EDUCATION

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University of Ghana	September 2019 – September 2023
<b>Bachelor of Arts in Information Studies &amp; Political Science</b>	

St. Martin's Senior High School	October 2016 – June 2019
<b>West African Senior School Certificate Examination (WASSCE), General Science</b>	

## TECHNICAL & SOFT SKILLS

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- **Tech Skills:** Microsoft Office Suite, Google Workspace, HTML, CSS, CMS Tools, Canva, Adobe Photoshop
- **Administrative:** Scheduling, Recordkeeping, Data Entry, Document Management
- **Soft Skills:** Communication, Teamwork, Attention to Detail, Time Management, Adaptability

## EXPERIENCE

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Gallop Sea Ghana Limited	June 2024 – Present
<b>I.T Support Intern</b>	
• Support IT infrastructure monitoring and assisting in internal security checks	
• Assist with content and platform development for tech-driven services	

University of Ghana Medical Centre Ltd (UGMC)	October 2023 – November 2024
<b>I.T and Administrative Assistant</b>	
• Provided IT support across departments, ensuring network stability and user access control.	
• Coordinated simulation-based training, managing technical setup for medical software and devices.	

- Maintained records, databases, and administrative files with high data security awareness.
- Supported staff onboarding and compliance with digital systems protocols.

13th African Games

**Administrative Staff Volunteer**

**March 2024**

- Assisted in training medical professionals in the use of digital tools for health documentation.
- Assisted in organizing and managing planning for medical data coordination.

## ONLINE COURSES AND CERTIFICATIONS

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- ALX Virtual Assistant
- ALX AiCE - Ai Career Essentials
- Responsive Web Design, Freecodecamp
- Introduction to Programming Using HTML and CSS, Sololearn

## REFERENCES

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Dr. Christian Owoo

Director

UGMC Medical Training & Simulation Centre (MTSC)

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Dr. Gladys B. Nuamah

Deputy Director

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