



Nana Ama Kumi Frempong

+233547255873

kuminanaama16@gmail.com

Accra Ghana

SKILLS

- Teaching strategies
- Academic Writing
- Research design
- Statistical software
- Tutoring and mentoring
- Critical Thinking
- Academic Research
- Teamwork and Collaboration
- Computer Skills
- Multitasking and Organization
- Outstanding communication skills

LANGUAGES

English:

Advanced (C1)

PROFESSIONAL SUMMARY

Driven by a passion for academic excellence, I leveraged teaching strategies and statistical software at the University of Ghana to enhance student success, demonstrating outstanding communication and critical thinking skills. At Deloitte Ghana, I honed my multitasking abilities, significantly contributing to project efficiency. My background underscores a commitment to impactful teamwork and innovative research design.

WORK HISTORY

November 2023 - September 2024

National Service, Teaching And Research Assistant, Chemistry Department, University Of Ghana, Legon. Accra

- Mentored and supervised undergraduate students, guiding them towards academic success and personal growth.
- Improved student comprehension by employing diverse teaching strategies tailored to individual learning styles.
- Served as a liaison between students, parents, faculty members, ensuring clear communication regarding academic progress and expectations.
- Contributed to departmental meetings and initiatives aimed at evaluating program effectiveness and identifying areas for growth.
- Documented attendance and completed assignments to maintain full class and student records.
- Checked assignments, proctored tests and provided grades according to university standards.
- Monitored student progress to identify weaknesses and provide recommendations for improvement.

October 2022 - November 2022

Intern(Tax& Regulatory), Deloitte Ghana, Accra, Ghana

- Supported staff members in their daily tasks, reducing workload burden and allowing for increased focus on higher-priority assignments.
- Sorted and organized files, spreadsheets, and reports.
- Gained hands-on experience in various software programs, increasing proficiency and expanding technical skill set.
- Gained valuable experience working within a specific industry, applying learned concepts directly into relevant work situations.
- Developed organizational skills through managing multiple tasks simultaneously while adhering to strict deadlines.
- Participated in workshops and presentations related to projects to gain knowledge.
- Enhanced intern productivity by assisting with project coordination and providing ongoing support.

EDUCATION

January 2024

Bachelor Of Science, Chemistry
University Of Ghana, Legon, Accra

September 2019
General Science

Holy Child Secondary School, Cape Coast , Accra

CERTIFICATIONS

Participant in NMR summer school

INTERNSHIP

Interned at Deloitte Ghana (2022)

Volunteer at School of Physical and Mathematical Sciences awards(University of Ghana)

Volunteer at SPMS Career Fair and Worskhop ,(University of Ghana)

POSITION HELD

Course representative

Head TA(2023-2024)