

MANSA SAMLAFO

Indianapolis, IN 48208

(317) 909-8994

msamlafo@gmail.com

SKILLS

- HTML, CSS, JavaScript
- Customer Service
- Account Management
- Materials Engineering
- Project Management
- Scheduling
- Inventory
- Training

EDUCATION AND TRAINING

Eleven Fifty Academy

2020 – Expected completion February 2021

Web Development

University of East London

2012 – 2013

MSC Project Management

Kwame Nkrumah University of Science and Technology

2005 – 2009

BSC Materials Engineering

WORK EXPERIENCE

Private Household Manager

Indianapolis, IN 4/2020-Present

- Keeping the home organized and safe for the children.
- Planning daily meals, home tutoring

Goodwill Industries of Central and Southern Indiana Indianapolis, IN 10/2015 – 4/2020

Administrative Coordinator

- Used Pivot tables to create and compare monthly IT actual spend reports with IT budget
- Kept the office organized which included overseeing the repair of office equipment, distribution of packages and mail, travel and conference planning and arrangement.
- Created and executed purchase orders using vendor information and communication
- Tracked, restocked and managed inventory of PCs and other IT equipment
- Created Google websites and provided basic Google training to different business groups
- Transitioned Goodwill from SharePoint to the use of Google platform
- Sent IT equipment for RMA (Return Merchandise Authorization)
- Created expense reports to account for all credit card monies spent within the IT department
- Kept an organized list of all vendor contracts and an updated vendor contact list at all times

Stafforward

Indianapolis, IN

04/2015-06/2015

Scorer

- Graded I-Step and Missouri Exams
- Used standardized testing rubric to determine proper grade for each exam
- Maintained high accuracy level when grading papers

Posam Progressive Money Lending

Accra, Ghana

09/2014-01/2015

Project Manager

- Designed proposals and application forms used for the expansion of the business
- Developed the business and monitored for growth trends
- Education, training and assessment of employees

Steve Davis Construction

Indianapolis, IN

10/2013-08/2014

Project Manager

- Scheduled and conducted inspections on damaged and repaired buildings

- Created estimates and job orders
- Communicated with client and insurance company
- Ensured that client's repairs were accurately completed in a timely manner
- Followed up with client to make certain specifications were met and quality of services

Indycare Family Medicine, P.C. **Indianapolis, IN** **06/2012 -08/2014**

Practice Manager, Medical Biller

- Reviewed overhead costs and determined best course of action to lower office expenses
- Worked with Doctor to reduce patient wait time from three hours to one hour
- Ensured availability of office and clinical supplies
- Registered with insurance companies in order to obtain new patients and secure payment
- Audited and communicated with health insurance companies on medical claims

Bold Marketing Strategies **Indianapolis, IN** **07/2013-09/2013**

Account Manager

- Increased the client base for our client by direct marketing
- Monitored activity of client accounts
- Trained and developed new employees

Ghana Ports and Harbors Authority **Tema, Ghana** **06/2006-08/2006**

Assistant Mechanical Engineer (Internship)

- Serviced and maintained vehicles and heavy duty trucks
- Managed of inventory in the material store

VOLUNTEER EXPERIENCE

University of East London **Essex, UK** **05/2012-06/2012**

Team Member (Volunteer)

- Education of campus students on reduce, reuse and recycling
- Reduced end of semester campus waste by 50%.
- Creating and submitting checkpoint reports

University of East London **Essex, UK** **12/2011-03/2012**

Assistant Project Manager (Volunteer)

- Effectively communicated, motivated and supported the team members
- Organized and attended team meetings, writing minutes and action plans
- Scheduled weekly tasks, assigned team members to specific tasks and monitored performance
- Prepared and submitted checkpoint reports to Project Manager on daily progress.