

JOANA ABA BAFFOE

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CAREER OBJECTIVES

To work in a position that will bring out my best and enable me contribute to the development of the organization. To exercise my analytical and relational skills in a multi-disciplinary environment, thereby contributing to achievement of the institution's objectives and vision. Also, to learn and thereby gain more practical, analytical and technical skills on business operation to create a strategic plan in order to help the organization attain its goals.

PROFESSIONAL PROFILE

Over three years of effective and efficient experience in human relation in the health, education and financial sector. Output achieved was geared toward the attainment of institutional mandate and goals. Exposure to new ideas and efficient strategy in human relation due to field experience.

PROFESSIONAL EXPERIENCE

Achievement

Institution: Department of Social Welfare, Sekondi Sub-Metro
Output: Rescued four abandoned babies to the orphanage home
Advocated for over 20 paupers in order to enjoy free medical treatment during admission at the Takoradi Hospital.
Duration: August, 2014 – July, 2015
Roles: Social Worker
Responsibilities: Counseling of clients
Embarking on investigations on clients
Writing of reports
Responsible for all administrative duties at the Social Welfare Department at Takoradi Hospital.

Institution: Takoradi Hospital.
Output: Excellent management of the Social Welfare Unit of the Hospital.
Duration: August, 2015 – July, 2016
Roles: Social Worker
Responsibilities: Counseling of Patients on admission to overcome addictions or stress
Investigating background of patients to ensure tracing of relatives
Writing of reports
Advocating for clients on admission in order to ensure access good health care.

Institution: Tender Sprout International School
Output: Excellently prepared the class of CWB F (year 2-3) to their next upper class
Duration: September 2016 – July 2017
Roles: Main Provider (Tutor)
Responsibilities: Providing all the needed care and tuition to ensure holistic development of the children.

Institution: Key Port Management Company Limited
Output: Excellent and efficient management of Hope Restoration Center, Adabraka Polyclinic
Duration: September 2017 to date
Roles: Social Worker
Responsibilities: Counseling of women who have experienced miscarriage and still birth.
In charge of medical social work duties at hospital.

SKILLS, INTERESTS AND STRENGTHS

SKILLS

- ❖ Entrepreneurship and Business Plan Development.
- ❖ Computer Software: Windows, SPSS, Microsoft Word, Microsoft Excel, PowerPoint, and proficient use of internet for research.

INTERESTS

Enjoy aerobics, decorating, designing, watching movies, listening to music, going for tour, and dancing.

STRENGTHS

- ❖ Exposure to interpersonal communication skills; well-presented and able to establish good working relationship with a range of different people.
- ❖ Eager to learn new things, develop new skills and take up new challenges.
- ❖ Ability to cope with failure and try to learn from them.

WORKING EXPERIENCE

- ❖ December 2009 – August 2010: Royal Bow Company Limited, Takoradi Branch, Ghana.

Position: Account Clerk

- ❖ August 2016 to July, 2017: Tender Sprout International School, East Legon, Ghana.

Position: Teacher

- ❖ July, 2017 to September, 2017: Capital Bank, Ghana,

Position: Business Ambassador

- ❖ September, 2017 to date: Key Port Management Co .Ltd, Tema, Ghana.

Position: Social Responsibility Initiative Officer.

NATIONAL SERVICE

11th September, 2014 to July 2015: Department of Social Welfare, Sekondi Sub- Metro.

Responsibilities: Worked as a Social Worker at Takoradi Hospital.

VOLUNTARY SERVICE

September 2015- July 2016: Worked as a Social Worker at Takoradi Hospital.

EDUCATION

- ❖ August 2010- June 2014: Kwame Nkrumah University of Science and Technology, Kumasi, Ghana. (BA. Sociology and Social Work)

Some courses studied: Organizational Behavior, Gender and Development, Industrial Sociology, Human Resource Management, Accounting, Social Psychology, Approaches to Counselling in Social Work and Nature and Theoretical Framework of Social Work Practice, Elements and Principles of Economics, Mathematics and Statistics for Economists, and Research Methods.

Final Year Project: The effect of goal setting theory of motivation on job satisfaction. A cross-sectional survey on organizations in the formal and informal sectors in Kumasi, Ghana.

- ❖ October 2006- May 2009: Archbishop Porter Girls' Secondary School, Takoradi, Ghana. (Offered Business Accounting).

- ❖ September 1997- May 2006: Bethel Methodist Primary and Junior Secondary School, Takoradi, Ghana.

INTERNSHIP

- ❖ June 2012 – July 2012: Donewell Insurance Company Limited, Takoradi Branch, Ghana.
Responsibilities: Filing and issuing of new insurance policies and renewing of expired policies.
- ❖ 11th June, 2013- 2nd August, 2013: Takoradi Sub-Metro Mutual Health Insurance Scheme.
Responsibilities: Auditing of claim forms, making entries of claims due to be paid and other secretarial duties; filing and photo copying.

REFERENCES

- ❖ Dr. Kofi Osei Akuoko
Senior Lecturer,
Department of Sociology and Social Work,
Kwame Nkrumah University of Science and Technology.
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- ❖ Frank K. D. Appiah,
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- ❖ Mrs. Deborah Daisy Kwabia,
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