

Tracy A. Agbanu

PROFESSIONAL SUMMARY

Detail-oriented self-driven individual and prolific team player with articulate communication and strong organizational skills.

Work History

2023-09- 2023-10	<div>2023 Model United Nations Conference Committee Director Volunteer</div> <div>Life-Link Friendship Schools</div> <div><ul style="list-style-type: none">λ Compiled conference resource materials for the Social, Humanitarian and Cultural Committee (SOCHUM).λ Facilitated delegate training sessions.λ Evaluated and graded delegates' position papers.λ Provided in-conference guidance on pivoting unmoderated caucuses towards resolution drafting.</div>
2022-11 - 2023-10	<div>National Service Personnel</div> <div>Office of the Pro Vice-Chancellor (Academic & Student Affairs); University of Ghana, Legon</div> <div><ul style="list-style-type: none">λ Drafted letters, received and sorted incoming mail, reported discrepancies and addressed for resolution.λ Created and maintained databases and managed paper and electronic filing systems.λ Answered multi-line phone system calls, dispatched correspondence and completed other clerical tasks.</div>
2022-10 - 2022-11	<div>2022 Model United Nations Conference Management Staff Volunteer</div> <div>Life-Link Friendship Schools</div> <div><ul style="list-style-type: none">λ Assisted in the coordination of local travels, accommodation arrangements and dining schedules for event attendees.λ Oversaw event registration process by collecting and tracking attendee information.</div>

Contact

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E-mail
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Address
Peugeot St. Dawhenya, Ghana

Information Skills

Microsoft Office Suite

Upper intermediate

Languages

English

Upper intermediate

French

Intermediate

Ewe [Local Dialect]

Upper intermediate

Twi [Local Dialect]

Intermediate

2020-12 -
2021-02

Freelance Content Writer | Intern

Smart Web Point , Jaipur

- λ Re-purposed and optimized existing content for use in different mediums.
- λ Ghostwrote articles for different clients and agencies, incorporating relevant Search Engine Optimization (SEO) terms and interlinking.
- λ Conducted extensive internet research to provide facts and statistics for articles and blogs.

Education

2018-08 -
2022-09

Bachelor of Arts: Political Science & French

University of Ghana - Legon, Ghana

2015-11 -
2018-05

West African Certificate Examinations (WASSCE)

St. Louis Senior High School - Kumasi, Ghana

Certifications

2023-09

University of Ghana School of Languages
Speaking & Presentation Skills Training Program for Professionals

2022-10

University of Ghana
B.A Political Science and French | Combined Major

2018-02

St. Louis Senior High School
French Club President [2017-2018]

References

Prof. Gordon A. Awandare
Pro Vice-Chancellor (ASA)
University of Ghana, Legon.
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Dr. James K. Agbo
Lecturer, Department of French
University of Ghana, Legon.
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