



Emmanuel Oduro Amoako

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No. 579 Qianwangang Road, Qingdao, Qingdao, Shandong 266510

PROFESSIONAL SUMMARY

Results-oriented Administrative Officer focused on identifying and meeting training requirements through high-quality programs. Successful at consulting with managers and relating to employees of all backgrounds. Motivated leader with strong organizational and prioritization abilities, as well as excellent communication and time management skills. Handles tasks with accuracy and efficiency

SKILLS

- Effective time management
- Outstanding social skills
- Critical thinking
- Time management
- Interpersonal skills
- Active listening

WORK HISTORY

TRAINING OFFICER

12/2011 to CURRENT

National Disaster Management Organization, Ghana | Accra, Ghana

- Coordinated in disaster response and crisis management activities such as ordering evacuations, opening public shelters, and implementing special needs plans and programs.
- Administered emergency preparedness training courses that teach people how to effectively respond to major emergencies and disasters
- Collaborated with other officials in order to prepare and analyze damage assessments following disasters or emergencies
- Assisted in the writing and timely submission of quarterly and annual reports
- Supervised in-service training classes to staff to remain current in knowledge of codes, laws, ordinances, and regulations.
- Participated in the inspection of properties to ensure that they are in compliance with applicable codes, ordinances, laws, regulations, and standards.
- Performed related duties as required

GRADUATE RESEARCH ASSISTANT

04/2016 to 06/2018

Shandong University Of Science And Teachnology | Qingdao, China

- Analyzed acquired information and presented to professors.
- Planned, modified, and executed research techniques, procedures and tests.
- Directed students in performing and completing assigned tasks.
- Oversaw groups of students and assisted with academic projects.
- Contributed to professionally-written scientific paper for publication in Journal of Remote Sensing and GIS.

EDUCATION

ASSISTANT PROGRAM OFFICER

06/2009 to 08/2009

Center For Remote Sensing & Geographic Information Science | Legon-Accra, Ghana

- Prepared graphic representations of Geographic Information Systems (GIS) data, using GIS hardware or software applications.
- Analyzed Geographic Information Systems (GIS) data to identify spatial relationships or display results of analyses, using maps, graphs, or tabular data.
- Performed geospatial data building, modeling, or analysis, using advanced spatial analysis, data manipulation, or cartography software.
- Coordinated the development of integrated Geographic Information Systems (GIS) spatial or non-spatial databases. Select cartographic elements needed for effective presentation of information

ASSISTANT PAYROLL OFFICER

06/2007 to 08/2007

Controller And Accountant Generals Department | Accra, Greater Accra Region

- Investigated and resolved variances and employee claims.
- Prepared accounts for regular audits and assisted with the process.
- Prepared accurate financial statements at end of the quarter.
- Performed administrative tasks such as recordkeeping, writing correspondence and gathering materials.
- Analyzed and researched reporting issues to improve accounting operations procedures.
- Processed payments and applied to customer balances.

Ph.D. | Photogrammetry And Remote Sensing

2022

Shandong University Of Science And Technology, Qingdao Shi, Shandong Sheng

Master of Science | Photogrammetry And Remote Sensing

2018

Shandong University Of Science And Technology, Qingdao Shi, Shandong Sheng

- Received Certificate Of Outstanding Graduate
- Dissertation: Application of Remote Sensing and GIS in Flood Risk Mapping- Case Study of Accra Metropolitan Area.
- Paper Publication Application of Remote Sensing Technique and Geographic Information Science for Flood Risk Mapping-A Case Study of the Offinso District, Kumasi-Ghana, Emmanuel Oduro Amoako* and Lin Sun, Geomatics College, Shandong University of Science and Technology, Qingdao, China, *Corresponding author: Emmanuel Oduro Amoako, Geomatics College, Shandong University of Science and Technology, Qingdao, China, Tel: 0532-86057276; E-mail:kwasi876@gmail.com
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**ADDITIONAL
INFORMATION**

Bachelor of Arts | Geography & Rural Development 2010
Kwame Nkrumah University Of Science And Technology (KNUST), Kumasi,
Ashanti Region

High School Diploma 2004
Sekondi College, Sekondi-Takoradi, Western Region

CERTIFICATES

- a. Certificate in Geographic Information Systems, University of Ghana, APRIL, 2015
- b. Certificate in Conflict and Crisis Management, Ghana Armed Forces Command and Staff College-GHANA, JUNE 2014
- c. Executive Certificate in Project Management, Logos Graduate School-GHANA, MARCH 2014
- d. Certificate in International Disaster Management, Bournemouth University-UK, JANUARY, 2014
- e. Certificate in First Aid Responder Course, North Dakota Department of Health-USA, APRIL 2014
- f. Certificate in Emergency Management Instructor Course, North Dakota Department of Health-USA, APRIL 2014
- g. Certificate in Planning Implementation and Application Course, North Dakota National Guard-USA, JUNE, 2013.
- h. Certificate in Incident Command Systems Train the Trainer Course, North Dakota National Guard-USA, MARCH, 2013
- i. Certificate in Exercise Design and Evaluation, North Dakota National Guard-USA, MAY 2013
- j. Certificate in Geographic Information Systems (FEMA, USA), SEPTEMBER 2013

Languages

English- fluent

Spanish, level of proficiency: conversational

French, level of proficiency: conversational

Chinese-level of proficiency: conversational

SOFTWARE APPLICATION

1. ArcGis software
2. ENVI software
3. SPSS software
4. Matlab software

REFERENCES

Professor Sun Lin

Shandong University of Science and Technology
China

[Tel +86 13708964785](tel:+8613708964785)

Mr. Walter Gyabaah

Forestry Service Division Regional Manager
Box 35 Bolgatanga, Upper East Region

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Mr. Koranteng Abrokwa

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CT 3994 Cantonment-Accra

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Mr. Joseph Koomson

Head of Geography Department

Kwame Nkrumah University of Science and Technology
PMB Kumasi