

# RESUME

## AKOTO JOHNSON ADOM

Lashibi, Tema

johnsonadomakoto97@gmail.com

0540750783 / 0593764447

### OBJECTIVE

To work in a reputable institution where I can use my skills and experience to massively contribute to the growth of the institution and also maximize the opportunity to build up my career.

### EDUCATION

#### KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY

2019 • Diploma in Business Administration

#### MAWULI SCHOOL

2014 • West African Senior Secondary Certificate Examination (WASSCE)

#### LIVINGSTONE INTERNATIONAL SCHOOL

2011 • Basic Education Certificate Examination (BECE)

### EXPERIENCE (PROFESSIONAL)

#### FREELANCE CREATIVE DIRECTOR • 2019 - PRESENT

- Design Brand style graphics
- Direction and design of Posters and Commercial promos for clients
- Social media content creation and publicity
- Management of production and post production teams

#### NATIONAL SERVICE • OCTOBER 2021 – SEPTEMBER 2022

##### TMA MATERNITY & CHILDREN CLINIC • TEMA COMMUNITY ONE

- Revenue collection and data entry
- Patient data management and record keeping
- Balance of daily account in petty cash books
- Submit reports on client satisfaction and complaints
- Provide technical support to enhance use of computers and printers

#### CREATIVE DIRECTOR/SECRETARY • JANUARY 2018 – JULY 2018

##### MODERN TEQUE COMPANY LIMITED • HO

- Type setting, photocopy and document scan
- Design of commercial posters for advertising clients
- Social media content creation and publicity
- Complete bank transactions

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### **TECHNICIAN/SECRETARY • AUGUST 2016 – SEPTEMBER 2017** **CITIGATE BOOKS AND SERVICES • HO**

- Supervise work flow and provide technical support to Secretaries
- Procurement & Assets management
- Book production and binding
- Sending emails on behalf of clients upon request

### **INTERNSHIP • FEBRUARY 2015 – OCTOBER 2015** **EDLAND TECHNOLOGIES • HO**

- Type setting, photocopy and document scan
- Book Binding
- Sending emails on behalf of clients upon request
- Respond to Customer enquiries

### **EXPERIENCE (ACADEMIC)**

#### **BENEFICIAL VERACIOUS CHRIST CHURCH • MARCH 2022 – MAY 2022**

##### **Courses Taught:**

- Audio recording and editing
- Presentation
- Software Installation

#### **NEW CREATURES' FELLOWSHIP – TEMA NEWTOWN ASSEMBLY • APRIL 2023**

##### **Courses Taught:**

- Presentation
- Software Installation

### **BOARD MEMBERSHIPS**

TELPSAM Ho Chapter executive committee • AUGUST 2016 – JULY 2018

Hoperess Chapel Media Team Leaders • MARCH 2019 - AUGUST 2020

Final Global Movement Media Team • APRIL 2021 – PRESENT

### **KEY SKILLS**

- Proficient in MS Office (Word, Excel, Publisher and PowerPoint)
- Resourceful in verbal and written communication
- Growing competency in discharging duties
- Good analytical and critical thinking skill
- Efficient time management and prioritization
- Proficient in Computer Hardware and software

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### LANGUAGES

- English – written, spoken and reading
- Ghanaian languages:  
Ewe- spoken and reading  
Twi- written, spoken and reading

### REFERENCES

Mr. Joseph Graham  
Director at College of Divine Excellence  
Mamprobi, Accra  
Tel: 0244455501

Mr. Ebenezer Harold Daniels  
Technical Support Associate  
Aviat Networks  
Tel: 0555443104

Mr. Phillip Assumang  
Assisting Media Director  
Final Global Movement  
Tel: 0242631096