



SAMUEL NUAMAH BOAKYE



OBJECTIVE

Bringing strong skills and abilities to handle multiple tasks and projects.

WORK EXPERIENCE

Position: General Virtual Assistant
Company: Cosmo World Export, Quarry Bay - Hong Kong
Dates: November 2017

- Provide customer service as first point of contact, including email management and marketing
- Provide accurate documentation and tracking of project activities
- Create, write and edit newsletter contents as well as manage CRM platform for marketing purposes
- Research websites for contributions to enhance targeted business exposure
- Provide websites backend updates and tech support services
- Perform data entry, document tracking and spreadsheet operations (MS Excel)

Position: Data Entry-Volunteer (Remote)
Company: Trusted World, Texas - USA
Dates: May 2018 – October 2018

- Create monthly spreadsheets for volunteer logs
- Perform Search Engine Optimization
- Perform Internet research

Position: Instructional Designer-Intern (Remote)
Company: Online Astronomy Society Academy - United Kingdom
Dates: June 2017 – November 2017

- Design and develop age appropriate quizzes and interactives for the academy
- Develop learning modules in compliance with SCORM standards
- Manage and deliver simultaneous online projects

Position: Contract Proposal Writer on Demand Basis
Company: Compassion International – Ghana – Accra
Dates: May 2016 - June 2018

- Research, analyse and collected data on given situations to write fundable proposals
- Support knowledge management and capacity building of projects in writing proposals
- Ensure timely delivery of assigned proposals

Position: Project Coordinator
Company: Jehovah Nissi CDC – Ghana Breman Kuntanase
Dates: July 2010 – March 2014

- Maintain proper office correspondence and implementation of operational strategies
- Champion effective administrative support for the project
- Provide support for stock maintenance and assets record management
- Assist in mobilising resources for the project through proposal development and innovations
- Manage the project's database, financial and contractual files
- Prepare Partnership Planning and Budget Form

SKILLS

- Leadership and Team work - I work effectively with others in completing numerous projects due to my friendly personality, sociable disposition and positive attitude
- Research skills - My role as a contract Proposal Writer and Instructional Designer involve strong field and internet research skills
- Commitment - My attitude to work is one of enthusiasm and motivation with willingness and ability to learn fast in situations where needed
- Problem solving - Solutions oriented and skilled in adapting to different learning styles. For instance, concerns of clients with issues are always addressed and handled with maturity
- Time Management - Not only do I deliver assigned tasks on time, I also organise committee and project meetings with associated paperwork in a timely manner
- Communication - All my roles involve effective inter-personal and communication skills, including proper presentation and writing skills
- Information Technology - I possess high level of ICT skills which can be demonstrated in everyday life with the abilities to navigate multiple computer systems and applications to extract information quickly and efficiently
- Project Management - All my roles involve planning and delivering varieties of administrative and management activities to help build up a project
- Microsoft Digital Literacy
- Introduction to cyber security
- Adobe Photoshop
- Organisational Change Management
- IT management- Software and Databases
- Microsoft Office suite including MS Excel
- Articulate storyline and Adobe captivate
- Asana, Trello and Zoho project management tools
- Research and data entry
- Excellent customer services

EDUCATION

Master of Education – Information Technology

Main subjects: Computers as learning Tools, Programming Language for Education, Information System Project Management, and Instructional Design and Development

University of Cape Coast – Ghana

August 2015 – March 2018

Bachelor's Degree – Social Sciences,

Main subjects: Economics, Accounting, Financial Management, Auditing and Marketing

University of Cape Coast – Ghana

August 2004 – May 2008