**Mona Lisa Frimpong**

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**Kumasi – Ghana.**

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| --- | --- | --- | --- |
| Date of Birth | 15/08/1996 | Nationality | Ghanaian |
| Place of Birth | Kumasi |  |  |

**PROFILE** Enthusiastic worker eager to contribute to team success through hard work, attention to detail and excellent organisational skills. Motivated to learn, grow and excel in any industry. Articulate communicator, committed to providing accurate and truthful journalism. Proficient in writing and delivery.

**WORK EXPERIENCE**

# January 2024 – Present Senior Administrative Assistant

# Kwame Nkrumah University of Science and Technology - (E-Learning Centre)

#  - Kumasi, Ashanti Region

* Execute training and research mandate.
* Manage podcasts.
* Manage monthly webinar series.
* Lead the news coverage for newsletters and external media publications.
* Handles voiceover for documentaries.
* Liaison between the University Relations Office and the E-Learning Centre.
* Delivers a comprehensive semester by semester report on training and research.

# June 2017 – Present News Anchor, Reporter, Producer

# Multimedia Group Limited - Kumasi, Ashanti Region

* Delivery and production of local news, television and radio feature reports and documentaries for general news programs.
* Fact checked and verified stories before reporting.
* Anchoring local and national news bulletins.
* Script writing, qualitative news gathering and specialised interviews.
* Data gathering to enrich news and current affairs programming on radio and television.
* Live and recorded interviews sessions.
* Research and production of daily news reports.
* Voice Actor

# September 2019 – August 2020 National Service Person

#  Department of Children (Ashanti Regional Coordinating Council) – Kumasi, Ashanti

* Developed team communications and information for office meetings.
* Assisted team in community engagement and sensitisation programs.
* Addressed enquiries and concern on child protection issues.
* Worked with children, to understand and address their needs.
* Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work, ready to start immediately.

# June 2016 – March 2017 Volunteer Journalist

 **Focus FM –** Kumasi, Ashanti Region

* Generated, produced and delivered reports and reported on events on behalf of the radio station.
* Crafted well written stories based on facts and edited content when time and space required it.
* Identified and secured multiple information sources for each story to provide accurate, credible news coverage.

# May 2016 – August 2020 Intern

#  Department of Planning (Ashanti Regional Coordinating Council) – Kumasi, Ashanti

* Delivered clerical support by efficiently handling wide range of routine and special requirements.
* Restocked office supplies and retrieved files for staff.
* Took detailed meeting minutes, prepared meeting rooms and compiled paperwork to support the Planning Department.
* Sorted and organised materials such as physical files, tracking spreadsheets and reports.
* Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work, ready to start immediately.

# September 2014 – June 2015 Secretary

#  Perfect Project Company Limited – Kumasi, Ashanti

* Provided clerical support to company employees by copying and filing documents.
* Restocked office supplies and retrieved files for staff.
* Delivered top notch administrative support to office staff, promoting excellence in office operations.
* Sorted and organised materials such as physical files, tracking spreadsheets and reports.
* Communicated with clients via phone and emails to confirm deliveries and respond to enquiries.

**EDUCATION**

# July2019Kwame Nkrumah University of Science and Technology, Kumasi, Ashanti

#  Bachelor of Science in Development Planning.

**PROFESSIONAL EXPERIENCE**

**March 2024 Network for Women’s Right**

(Reporting on Women and Taxation)

**November 2023 Media Foundation for West Africa**

(Fellow, Training on Gender Sensitive Reporting)

**August 2023 Clean Air Fund / New Narratives Journalism Fellow**

(Fellow, Reporting on Air Pollution)

**April 2023 Ministry of Finance, Ghana**

(Financial Literacy Training for Journalists)

**April 2023** **Media Foundation for West Africa**

 (Fact Checking and Verification Reporting)

**January 2023 LIDA Network Academy.**

 (Business and Investigative Reporting.)

**April 2021 ` Finance and Economic Clinic for Journalists**

 (Data Journalism and Reporting on Statistics)

**January 2021 Leading Ladies Virtual Vision-Board Workshop**

 (Personal Vision for Professional and Personal Lives)

**November 2020 African Women in Media / JLMP Wikimedia Training Webinar**

 (Introduction to Wikipedia, Basic Wikipedia Editing, and Citing Wikipedia Articles)

**SKILLS**Excellent Communication Skills Building Professional Relationships

 Knowledge of Audio and Video Editing Software Research

 Script and Article Writing Proficiency Gathering Information

 Broadcast Journalism Personal Interviews

 Creative Writing or Blogging Good Organisational skills

 Voice Acting

**POSITIONS HELD**

**September 2020** Assisting Head, Business Desk – Multimedia Group Limited,

**April 2022** Head, Business Desk – Multimedia Group Limited.

**AWARDS**

Second Best Reporter (Television Category) – Media Platform on Environment and Climate, Inclusive and Anti-Conflict Journalism Awards 2024

**MEMBERSHIP**

Ghana Journalists Association

Alliance for Women in Media

Women in Public Relations Ghana

**REFERENCES**

Mr Kofi Adu Domfeh Dr Owusu Amponsah

News Editor, Lecturer

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