|  |  |
| --- | --- |
| Dean’s Office  Faculty of Pharmacy & Pharmaceutical Sciences,  College of Health Sciences  KNUST  Kumasi | Mobile Phone numbers:  233 – 244-844673  233 – 203 - 062783  E-mail: [katenchill@gmail.com/](mailto:katenchill@gmail.com/)  ceenchill.admin@knust.edu.gh |
|  |  |

MRS. CATHERINE EMELIA ENCHILL

|  |  |
| --- | --- |
| Date of Birth | 30TH MAY 1973 |
| Place of Birth | ACCRA |
| Marital Status | MARRIED |
| Maiden Name | HASFORD |
| Nationality | GHANAIAN |
| Number of Children | TWO |
|  |  |
| Education | 2007 – 2010 Kwame Nkrumah University of Science and Technology (KNUST) - Kumasi   * Master of Science in Health Education and Promotion   (M.Sc. Health Education and Promotion).  1996 – 1999 University of Cape Coast - Cape Coast   * Bachelor of Education in Arts. (B.Ed. Arts)   1992-1994 Archbishop Porter Girls Sec. Sch.- Takoradi   * General Certificate of Education – Advanced Level   (GCE ‘A’ Levels)  1989-1992 St. Louis Sec. Sch. - Kumasi   * General Certificate of Education - Ordinary Level   (GCE ‘O’ Levels) |
| Professional experience  **Objectives** | Jan, 2016 – date, KNUST, Kumasi  Chief Administrative Assistant  2010 - 2016, KNUST - Kumasi  Principal Administrative Assistant  1st March, 2008 – date Power Cable Limited, Accra & Kumasi  Secretary to Board of Directors of Power Cable Limited  2001-2010, KNUST Kumasi  Senior Administrative Assistant  Sept.–Dec. 2000 - ISODEC - Kumasi  Data Inputting Officer (Extended National Service)  Nov. 1999- Aug. 2000 - ISODEC - Kumasi  Administrative/Secretarial Duties (National Service)  10th – 12th Aug. 1999 - CIED/KITE - Kumasi  Secretarial Duties  May – Oct. 1996 - ISODEC - Accra  Assistant Research Officer  Nov. 1994 – Aug. 1995 - Wataniya Islamic Sch. - Kumasi  Mathematics & English Tutor (National Service)  June1994 Training Network Centre (TNC) Kumasi  Developed Teaching aids for Schools in the Affram Plains.  I am focused. I cultivate healthy relationships in my interactions with people. My aim is to translate any knowledge I acquire into useful strategies and plans for improving my life.   * Participated in KNUST 9th Summer School, KNUST, and Kumasi – September, 2021. * Participated in KNUST 7th Summer School, KNUST, and Kumasi – August 23, 2017. * Participated in KNUST 5th Summer School, KNUST, and Kumasi – August, 2015. * Assistant -editor, various story/textbooks – 2018/2019 * Assistant - editor, various story/text books for children – 2015 * Editorial Assistant for Manual on Anatomy by Dr. C.K. Osabutey, KNUST - 2014 * Assistant - editor, various story/text books for children – 2001 |
| Workshops, Conferences and Training Programmes Attended  **Personal Profile** | * Workshop on Customer Service at the Great Hall Foyer KNUST, Kumasi – 2010 * Edited (Mmerantee), Kumasi High School Magazine Vol. 3 in May, 2000. * ISODEC Advocacy Workshop at Sarfo Hotel, Kumasi - 9th-14th July, 2000. * Workshop at Juaso, District Capital of Asante Akim South in the Ashanti Region in connection with Girl Child Project being undertaken by the District Assembly/ISODEC- 15th February 2000. * Workshop on Social Mapping Presentation (ISODEC project) at the Ghana Water Company Ltd., Conference Hall in Kumasi on 23rd November 1999. * Presented Prizes to girls on the celebration of Girl Child Day as part of the Girl Child Education Project in the Ashanti Region by District Assembly/ISODEC at Sekyere East District on 25th November 1999. * Off-Campus Teaching Practice at Technology Secondary School in Kumasi –June 1998.   I have a good knowledge in Microsoft Office applications (Word, Excel and PowerPoint) and in Internet Access. I am an open-minded person. I have a good writing, reading and human relation skills. I am hard working and a good team player. |
| Languages | English, Twi, Ga, and Fanti languages. |
| Extracurricular activities | * **Secretary** – College of Health Sciences Committee on Examinations Malpractice – November, 2020 – date * **Secretary** – College of Health Sciences Committee for Rationalization of Contract Staff Emoluments – January, 2022. * **Secretary** – College of Health Sciences Committee on Mounting of MPhil and PhD in Biomedical Sciences- October, 2021 * **Secretary** – Faculty Retreat Committee – Faculty of Pharmacy and Pharmaceutical Sciences, KNUST – August, 2022 – date * **Secretary** – Faculty Procurement Committee – Faculty of Pharmacy and Pharmaceutical Sciences, KNUST – January, 2021 – date * **Secretary** – Sixth White Coat Ceremony of the Faculty of Pharmacy and Pharmaceutical Sciences, KNUST– April, 2022 * **Secretary** – Fifth White Coat Ceremony of the Faculty of Pharmacy and Pharmaceutical Sciences, KNUST– March, 2021 * **Assistant Secretary**– Theresian International, KNUST Branch, Catholic Chaplaincy – August, 2015 * **Member**– Theresian International, KNUST Branch, Catholic Chaplaincy – December 2009 – date. * **Member** - St. Louis Past Students Association (SLOPSA) – 1992-date. * **Secretary** – Theresian International, KNUST Branch, Catholic Chaplaincy – December 2009 –March 2011. * **Member** – Electoral Committee, Theresian International, KNUST Branch, Catholic Chaplaincy – 2009. * **Acting Secretary** – Theresian International, KNUST Branch, Catholic Chaplaincy, July - August, 2009. * **Assistant Secretary** - Harvest Committee 2002/2003, KNUST Catholic Chaplaincy, KNUST, Kumasi. * **Member** - Catholic Students Choir - Pax Choir, U.C.C. (1996-1999) * **Member** - Akataslopsa, U.C.C. Branch, Opoku Ware Old Boys & St. Louis Past Students Association (1996-1999). * **Member** - International Movement of Catholic Students (IMCS) – Pax Romana, U.C. C. (1996-1999) * **Assistant Chapel Prefect** - Archbishop Porter Girls Sec. Sch. (1993-1994). |
| Publications  Interests and activities | * Factors influencing Skilled Delivery in the Asante Akim North Municipality of Ghana; published by Lambert Academic Publishers, Germany, ISBN **-** 13: 978-3-659-77968-8. ISBN-10: 3659779687. EAN: 9783659779688 * Singing and Listening to Music * Reading * Sports and games (badminton, hockey) |
| Referees | * Prof. Berko Panyin Anto (PhD)   Department of Pharmacy Practice  College of Health Sciences  KNUST, Kumasi  Email: [bpanto@hotmail.com](mailto:bpanto@hotmail.com)   * Mr. Simon Yaw Boribah   Deputy Registrar,  School of Graduate Studies  KNUST, Kumasi.  Email: [syboriba@gmail.com](mailto:syboriba@gmail.com)   * Dr. Kofi Appiah Koranteng   Senior Assistant Registrar  Faculty of Social Sciences  KNUST, Kumasi.  Email: kakoranteng.reg@knust.edu.gh |
|  |  |