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| Dean’s OfficeFaculty of Pharmacy & Pharmaceutical Sciences,College of Health SciencesKNUSTKumasi | Mobile Phone numbers:233 – 244-844673233 – 203 - 062783E-mail: katenchill@gmail.com/ceenchill.admin@knust.edu.gh |
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MRS. CATHERINE EMELIA ENCHILL

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| Date of Birth | 30TH MAY 1973 |
| Place of Birth | ACCRA |
| Marital Status | MARRIED |
| Maiden Name | HASFORD |
| Nationality | GHANAIAN |
| Number of Children | TWO |
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| 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, KumasiChief Administrative Assistant2010 - 2016, KNUST - KumasiPrincipal Administrative Assistant1st March, 2008 – date Power Cable Limited, Accra & Kumasi Secretary to Board of Directors of Power Cable Limited2001-2010, KNUST KumasiSenior Administrative AssistantSept.–Dec. 2000 - ISODEC - KumasiData Inputting Officer (Extended National Service)Nov. 1999- Aug. 2000 - ISODEC - KumasiAdministrative/Secretarial Duties (National Service)10th – 12th Aug. 1999 - CIED/KITE - KumasiSecretarial DutiesMay – Oct. 1996 - ISODEC - AccraAssistant Research OfficerNov. 1994 – Aug. 1995 - Wataniya Islamic Sch. - KumasiMathematics & English Tutor (National Service)June1994 Training Network Centre (TNC) KumasiDeveloped 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).
 |
| PublicationsInterests 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 PracticeCollege of Health Sciences KNUST, Kumasi Email: bpanto@hotmail.com* Mr. Simon Yaw Boribah

Deputy Registrar,  School of Graduate StudiesKNUST, Kumasi.Email: syboriba@gmail.com* Dr. Kofi Appiah Koranteng

Senior Assistant Registrar Faculty of Social SciencesKNUST, Kumasi.Email: kakoranteng.reg@knust.edu.gh   |
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