**SAMUEL ADU-DANSO**

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AMAKOM - KUMASI

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**PERSONAL DETAILS**

Date of Birth : 17th February 1994

Nationality : Ghanaian

Languages Spoke : English and Asante Twi

Religion : Christianity

Marital Status : Single

**OBJECTIVES**

Upholding integrity and to provide information, present facts and portray issues and events in a neutral and unbiased manner, regardless of my opinion and personal beliefs and to contribute my quota in empowering the informed, providing citizens with the right information to make the best possible decision about their lives, society, and nation.

**PROFESSIONAL SUMMARY**

* Versatile
* Strong Interpersonal Skills
* Ability to work with less supervision
* Able to work under pressure
* Effective Team Leader
* Enjoy new challenges and self-motivated
* Goal Oriented
* Capable of maximizing brand awareness
* Fast Learner

**SKILLS**

* + Versed in Microsoft office (Word, Excel, Power Point and Publisher)
	+ Statistical Package Social Science (SPSS)
	+ Student’s Record Management System

**PROFESSIONAL EXPERIENCE**

1. Oct 2020 to Date: **Senior Administrative Assistant (HRD, KNUST)**
2. Jul 2020 to Jan 2021: **Administrative Assistant (Nhyira Paediatric**

**Healthcare Limited)**

1. Sep 2019 to Sep 2021: **Senior Administrative Assistant (Ghana Baptist**

**University College)**

1. Sep 2018 to Aug 2019: **National Service Personnel, Ghana Baptist University**

**College**

**EDUCATION**

**May 2023:** International Leadership and Oganisational Behavior (Course Certificate), **Universita Bocconi, Italy**

**Apr 2023:** Human Resources Analytics (Course Certificate), **University of California, Irvine**

**Aug 2014 – Jun 2018:** BA Political Studies, **Kwame Nkrumah University of Science and Technology (KNUST) - Kumasi, Ghana**

*Relevant Courses Studied: Statistical Methods, Communication Skills, Human Resource Management, Foreign Policy Analysis, Public Policy, Organizational Behavior, Public Administration, Human Rights, Regionalism and International Organization, Political Psychology, Women in Politics, etc.*

**Aug 2010 – Jun 2013:** WASSCE, **Kumasi Academy**

**LEADERSHIP ROLES**

2019 to date: **Member**, Youth Council (Grace Baptist Church – Amakom)

2018 to date: **Content Analyst,** Grace Media (Grace Baptist Church, Amakom-Kumasi).

2017-2018: **Chairman**, Central Planning Committee (National Union of Baptist Students, Ghana)

2017-2018: **Member**, Queen Elizabeth II Hall Financial Committee (KNUST)

2017-2018: **Member**, Constitutional Review (National Union of Baptist Students

2016-2018: **Coordinator**, Junior National Union of Baptist Students (Ashanti Region)

2016-2017: **Member**, Political Studies Association Parliament KNUST)

2014-2015: **Assistant Project Coordinator** for Project Hope (Medical Women Association of Ghana)

**SEMINARS/ CONFERENCES ATTENDED**

* Value Added Leadership (April 14, 2017)
* Knowing Your Personality for Effective Teamwork (April 15, 2017)
* A Student Balanced Life (February 17, 2017).

**REFEREES**

Mr. Benjamin Boampong Owusu

Senior Assistant Registrar

Kwame Nkrumah University of Science and Technology

Kumasi – Ghana

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Mrs. Genevieve Afrah Adjei Mensah

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