1. **BIODATA**

NAME: ESTHER KANYIRI SAMWINI MILLER

DATE OF BIRTH: 10TH JUNE, 1985

PLACE OF BIRTH: BAWKU

NATIONALITY: GHANAIAN

MARITAL STATUS : MARRIED

ADDRESS: AH 311 ACHIMOTA

QUALIFICATION: M A GUIDANCE AND COUNSELLING

CURRENT STATUS: PRINCIPAL ADMNISTRATIVE ASSISTANT

PHONE NUMBER: 0208-094-225/0243-534-305

1. **EDUCATION**

University of Cape Coast 2013-2014

Methodist University College, Ghana 2005-2009

Mfantsiman Girls Secondary School, Saltpond 2001-2004

1. **ACADEMIC CERTIFICATES OBTAINED**

Master of Arts, Guidance and Counselling 2014

Bachelor of Arts Honors, Psychology 2009

Senior Secondary School Certificate Examinations (SSSCE) 2004

1. **AREAS OF EXPERTISE AND COMPETENCIES**

Computer competencies

Word Processing (Microsoft Word)

Microsoft Excel

Presentations (Power Point)

Proficient in English language, Fanti, Twi, Ga, Waale and Nkonya.

1. **RANKS**

**Kwame Nkrumah University of Science and Technology**

* Office of the Dean of Students and the KNUST Counselling Center as Senior Administrative Assistant (June, 2011 to 2016).
* Institute of Distance Learning IDL, Accra Center (KNUST- Accra City Campus) as Principal Administrative Assistant (January 2017 to date).

**SUMMARY OF WORK EXPERIENCE**

* Served as recorder for; the Blue Print Planning Committee for the decentralization of the freshmen’s orientation, the Dean of Students Board as well as an Adhoc Committee on Transportation and Security.
* Oversaw the day to day administrative running of the KNUST Counselling Center.
* Drew the semester programme outline for the Center and ensuring it’s execution.
* Planned and organized;
* the first ever Psycho Educational Seminar for the staff of KNUST
* In-Service Training for Counsellors and Clinical Psychologists of the KNUST Counselling Center prepared reports to that effect
* annual Peer Counsellors Training for both old and newly recruited members
* Mentorship Workshop for Senior Members of KNUST (males and females) in 2012.
* Facilitated workshops and seminars run by the Office of the Dean of Students including; Annual Leadership Seminars for SRC; aspirants, newly elected and outgoing leaders.
* Engaged in counselling sessions and prepared reports on clients for whom it may concern and served as the Administrator to the Office of the Dean of Students and the KNUST Couselling Center.
* Also handled other administrative assignments.

**OTHERS**

* National Service(October 2009 –August, 2010.) Office of the Dean of Students, KNUST and the Counselling Unit (now KNUST Couselling Center).
* Free Voluntary Service (August 2010-April, 2011) Office of the Dean of Students, KNUST and the Counselling Unit (now KNUST Couselling Center).
* Taught infants of 6months to 5years (2004 to 2005) at the Young Women Christian Association (YWCA) at Adabraka in Accra.

**Responsibilities**

Performing all kinds of basic office administrative tasks; drafting correspondence and managing phone calls, scheduling appointments, arranging meetings, taking minutes of meetings, providing support to the Superiors, supervising the work of subordinate staff as well as dealing with students and non-students. Others include;

* Organising Facilitators Workshops for IDL Facilitators in the Southern Zone
* Organising Orientation and Matriculation for Freshmen for the Southern Zone
* Support Zonal Coordinators in the discharge of their duties
* Attending to both students and prospective students

1. **WORKSHOPS AND SEMINARS**

* 4th KNUST Summer School Workshop for Senior Staff on the theme: “Advancing Science and Technology through Effective Communication”.
* Transforming Leadership Seminar

1. **MEMBERSHIP OF ASSOCIATIONS AND POSITIONS HELD**

* Interim Financial Secretary of the Methodist University Psychology Students’ Association (MUPSA) in 2008-2009
* Financial Secretary of the Methodist University Choir 2006-2008
* Circuit Coordinator of the Ghana Methodist Students’ Union from 2006-2009
* Secretary of GHAMECC, Emmanuel Methodist Society, Oduom, Kumasi from 2013-2014

1. **CERTIFICATES AND RECOGNITIONS**

* MA Guidance and Counselling
* BA Psychology
* Certificate of Participation; 4th KNUST Summer School Workshop
* Certificate of merit as facilitator for Students in Leadership seminar at KNUST
* Certificate of National Service
* Trained Peer Counsellor at the Methodist University College, Ghana
* Financial Secretary of Methodist University College Choir
* Circuit Coordinator of the Ghana Methodist Students Union (GHAMSU)

1. **OTHER ACTIVITIES**

Orientation Facilitator- Excellence in Leadership Seminar and orientation organized under the auspices of the Vice Chancellor and the Office of the Dean of Students, KNUST (May, 2012)

Participated in in-service training programmes for Counsellors and Clinical Psychologists

1. **PERSONAL QUALITIES**

* Ability to multitask
* Versatile
* Ready to learn new ideas and creative on the task
* Committed to tasks and responsibilities
* Ensures the fulfillment of tasks in my care
* Considers consequences of task ahead of time

**REFEREES**

Prof. Kofi Owusu-Daaku

Lead, MasterCard Foundation Scholars Programme

at KNUST for the Vice Chancellor

Dr. Sr. Frances Emily Owusu-Ansah

Head, KNUST Counselling Center

Snr Lecturer, Medical School

KNUST