**Portia Oppong Siaw**

**Plot 8 Kumi Boateng Street, Bremang Extension**

**0242-777817** **portiaoppogsiaw@gmail.com**

**PERSONAL STATEMENT**

A dedicated Mphil Degree holder who is committed to extensive research work in English literature and is committed and competent in both classroom and outside. Confident as a teacher in the classroom and able to explain and expel knowledge and information to target audience.

**EDUCATION**

**MPHIL. English, Kwame Nkrumah University of Science and Technology, 2019**

Concentrations: Literature, Literary Theory

Thesis: *The Journey of the Heroine: AStudy of the Theme of Departure, Initiation and Return in Buchi Emecheta’s Kehinde, Amma Darko’s Beyond the Horizon and Chimamanda Ngozi Adichie’s Americanah*

Thesis Advisor: John Aning, Ph.D.

**B.A., English, Kwame Nkrumah University of Science and Techonology, 2013**

Concentrations: Introduction to Literary Studies, Communication Skills, Phonetics, Literature in English, Language and Communication, Early Ghanaian Literature, Mass Communication-Print/Electronic Media

Dissertation: *A Critical Study of the Themes, Characters and Setting of the Novel Grief Child*

Disertation Advisor: Zenia Ossei (Mrs.)

**TEACHING/ADMINISTRATIVE EXPERIENCE**

* **Assistant Lecturer, Kwame Nkrumah University of Science and Technology, 2020-date**

Basic Functions

a) Teaching students

b) Marking of scripts

c) Assessing students

d) Service to the university

* **Branch Manager, Maranatha Cold Stores, Bantama Branch, 2018- 2020**

Basic Functions

1. Take stock and make orders based on demand and supply
2. Keep records of sales and purchases
3. Market for more clients and customers by focusing on approaches that will rope them in
* **Branch Manager, Eman Capital Microfinance, Dote and Asafo Branches, 2016-2017**

Basic Functions

a) Managing the branch by serving as intermediary between staff and mangement

b) Manage staff and the branch

c) Make decisions and strategise on sourcing funds for on-lending

d) Advise on staff promotions

1. Write monthly, quarterly and yearly reports on branch performance
2. Assess branch performance and make critical decisions.
* **Teaching Assistant, Kwame Nkrumah University of Science and Technology, 2013-2014**

Courses: Communication Skills, Modern Africa Literature, Contemporary Ghanaian Literature

Basic Functions

 a) Organizing tutorials for students

 b) Marking of scripts

 c) Serving as intermediary between the lecturer and students

**Social/Community Services**

* **PENSA – KNUST PRAYERFORCE COMMITTEE**
* Welfare Committee Head
1. Was directly responsible for the welfare of more than fifty (50). This involved organizing members to go on visits to the sick and fellow members.
2. Directly responsible for keeping the accounts of the welfare committee
* **THE CHURCH OF PENTECOST – OLD TAFO DISTRICT**
* District Women’s Secretary
1. Take minutes of meetings
2. Make announcements and publicise programmes
3. Write monthly, quarterly and yearly reports

**Other Positions I hold include:**

1. Local Secretary
2. Local Youth Leader
3. Local Women’s Ministry Executive Member
4. District Recorder

**OTHER RELEVANT SKILLS**

1. Computer Literate (able to use all Microsoft office suite tools) and able to use the internet effectively
2. Attentive listener
3. Effective communication skills
4. Team player and able to work effectively and efficiently without or under supervision

**HOBBIES**

1. Reading literary pieces and other world literature
2. Interested in Reader Response theories and criticisms
3. Cooking variety of dishes

**REFERENCES**

* John Aning, Ph.D

Lecturer at KNUST (Department of English)

020-8553533 johnaning@gmail.com

* Lambert Osei Kofi

(CEO Eman Capital MicroFinance Limited)

024-3071710 rtfinserv@gmail.com