# CURRICULUM VITAE OF VIDA BOATENG

**BIODATA**

**Name**: Vida Boateng (Miss)

**Maiden Name**: Osei Mensah

**Date of and place of birth**: 20th November 1970, Kumasi (Ashanti Region)

**Nationality**: Ghanaian

**Address:** Provost Office, College of Agriculture & Natural Resources, Kwame Nkrumah University of Science and Technology (KNUST), PMB (UPO), KNUST

**Tel. Nos**: (+233) 0244617733/0503213510

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**Marital Status**: Single with three male children

**E-mail Address**: vidaboatin@yahoo.com; vboateng.admin@knust.edu.gh

**EDUCATIONAL BACKGROUND**

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| **NO.** | **INSTITUTION ATTENDED** | **DATE** | **CERTIFICATE OBTAINED** |
| 1. | KNUST | 2013 – 2015 | Commonwealth Executive Masters in Public Administration (CEMPA) |
| 2. | KNUST | 2005 - 2009 | BA (Hons) (Publishing Studies) |
| 3. | Kumasi Polytechnic | 1993 - 1995 | Diploma in Business Studies (DBS, Secretarial Option) |
| 4. | Garden City Commercial College | 1987 - 1991 | GCE O’Level |

**WORK EXPERIENCE**

1. Principal Administrative Assistant, Provost Office, College of Agriculture & Natural Resources, KNUST – 2018 to Date
2. Principal Administrative Assistant, Department of Electrical & Electronic Engineering, KNUST – 2016 to 2018
3. Senior Administrative Assistant, Department of Crop & Soil Sciences, Department of Horticulture and Department of Electrical & Electronic Engineering, KNUST – 2011 to 2016
4. Administrative Assistant, Department of Crop & Soil Sciences, KNUST – 2003 to 2011
5. Senior Clerk, Department of Crop Science, KNUST – 1997 – 2003
6. Clerk Grade I, Department of Crop Science, KNUST – 1996 – 1997
7. Secretary, Youth on AIDS Project (NGO), Adum – 1991 - 1992

**AD-HOC COMMITTEE/ACTIVITIES**

* Secretary, Committee to review Proposals for MSc and PhD programmes in the College of Engineering – 25th February, 2016
* Secretary, Committee for the development of an Alumni Programme in the Department of Electrical & Electronic Engineering – February, 2016
* Secretary, Committee for improving the visibility of the Department of Electrical & Electronic Engineering – February 2016
* Secretary, Committee to develop certificate programme for electrical Technicians in the Department of Electrical & Electronic Engineering – February 2016
* Secretary, Committee to review entry requirements for admitting international students with further mathematics into engineering programme – 2nd February 2017
* Secretary, Committee of Enquiry of the College Board to investigate the poor performance of students, with more than twenty percent (20%) failures in some courses – 5th July, 2017.
* Secretary/Member, Vetting Committee for 2019 Bye-Election for Women’s Commissioner position – 1st April, 2019.

**WORKSHOPS/CONFERENCES/SEMINARS ATTENDED**

* 8th Summer School for Senior Staff on “*Improving Quality of Higher Education Through Effective Measurement and Evaluation*”. (August 20 – 24, 2018)
* 7th Summer School for Senior Staff on “*Technology, Manpower Training and Development”*. (August 21 – 25, 2017)
* 6th Summer School for Senior Staff on “*Strengthening the Linkage Amongst Academia, Industry and Government*” (16th and 17th August, 2016).
* 5th Summer School for Senior Staff on “*Sustainable Development of Tertiary Institutions in Ghana Amidst Economic and Security Challenges*” (18th and 19th August, 2015)
* 4th Summer School Workshop for Senior Staff on *Advancing Science and Technology through Effective Communication* (18th and 19th August, 2014)
* 3rd Summer School Workshop for Senior Staff on *Lean Management Systems and Creating Customer Value/Satisfaction* (3rd and 4th September, 2013)
* 2nd Summer School by KNUST on *Raising the Standards for 21st Century University Education* organised by QAPU and Human Resource Division of the Registrar’s Offices (20th August, 2012)
* Two-day Training Programme in *Modern Secretarial/Office Management Skills,* KNUST (July, 2013)
* Training Workshop on Microsoft Access – ICT Centre, KNUST (25th & 27th September, 2010)
* Workshop on *Customer Service Training (Customer Service Management and Organisation Performance, Service Delivery – Moments of Truth, Service Quality in Tertiary Institutions in Ghana, Effective Customer Care and Organisational Image) for Front Line Administrative Staff at the KNUST* (September, 2009)

**Knowledge/Skills**

Microsoft Word

Excel

Internet-based Research

Driving

**PERSONAL QUALITIES**

1. Ability to work for long hours with little or no supervision
2. Ability to cope and work under pressure
3. Punctual and reliable
4. Good Interpersonal skills and team player
5. Ready to learn new things

**REFERENCES**

1. Prof. Steve Amisah

Provost

College of Agriculture & Natural Resources

KNUST

1. Dr. Jerry John Kponyo

Dean

Faculty of Computer and Electrical Eng.

KNUST

1. Mr. Owusu Ansah Debrah

College Registrar

College of Agriculture & Natural Resources

KNUST