

# Cecil Appiah Kubi

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## EDUCATION

### Algoma University

BBA, Accounting (GPA: 3.3)

**Brampton, ON**

Graduation Date: June 2028

## WORK EXPERIENCE

### Bramalea Baptist Church

Rooted: Middle School Camp Director

**Brampton, ON**

May 2026 – Aug 2026

- Directed a 4-month camp ministry program for grades 6–8, planning daily schedules, training week, and weekly programming for a team of staff and volunteer leaders
- Managed a program budget and resource inventory, applying cost-conscious planning and stewardship to stay within allocated funds
- Planned and delivered staff training on safety protocols, policy, and conflict resolution, strengthening team readiness and compliance with Plan to Protect standards
- Maintained attendance, emergency, and medical/allergy records for all campers, ensuring accuracy and confidentiality
- Coordinated logistics for events and field trips, including the Spring Carnival booth, managing timelines, risk assessments, and staffing schedules
- Served as primary contact for parents, maintaining professional communication and building trust through timely reporting

### Bramalea Baptist Church

Events Coordinator/ Admin Assistant

**Brampton, ON**

May 2025 – Aug 2025

- Supported event budgeting and tracked expenses to ensure adherence to financial plans
- Identified and recommended cost-saving measures, helping reduce overall event costs
- Assisted with vendor coordination, invoicing, and financial record organization
- Created operational timelines and checklists to improve efficiency and accountability
- Conducted post-event reviews, including expense analysis and feedback reporting
- Maintained accurate documentation to support administrative and financial processes

### Sales Rise Agency

Sales Associate

**Toronto, ON**

Jan 2025 - Mar 2025

- Generated consistent weekly revenue through direct customer engagement, contributing to team sales targets and overall branch performance
- Managed 50+ customer interactions per day, maintaining professionalism and accuracy in all transactions
- Tracked daily and weekly performance metrics, including conversion rates and revenue figures, to assess productivity and identify improvement areas
- Analyzed customer demand patterns to optimize sales strategies and improve revenue efficiency
- Contributed to a 40% increase in weekly sales volume through consistent customer engagement and performance tracking
- Maintained accurate records of client interactions and transactions, supporting reporting and accountability processes

### Think, Rise, Inspire (TRI)

Social Media Ambassador

**Remote**

July 2022 – Mar 2023

- Created and scheduled engaging content across platforms to boost brand visibility
- Monitored trends and adjusted strategies to align with marketing goals
- Analyzed performance metrics and prepared reports to track growth
- Contributed to event planning and media meetings for brand exposure
- Monitored social media trends to inform content strategy and engagement efforts

## LEADERSHIP EXPERIENCE

### Bramalea Baptist Church, Kins Youth Program

Youth Leader

**Brampton, ON**

Sept 2023 – June 2024

- Led Youth Meetings with other leaders and spearheaded discussions with youth on different topics
- Created a schedule for program times and events
- Increased program participation by attracting a higher number of attendees

### Hardwood Kings Basketball

Volunteer Basketball Trainer

**Brampton, ON**

Mar 2023 - May 2023

- Coached and mentored youth athletes, focusing on skill development, teamwork, and sportsmanship
- Planned and led structured training sessions to improve fundamentals such as shooting, dribbling, and passing

## SKILLS & INTERESTS

Skills: Microsoft Office (Excel, PowerPoint) | Profile Tax Software | Accounting Software & Systems | Financial Analysis & Reporting | Budgeting & Cost Control | CRM | Quickbooks | Canva | Sage 50

Interests: Marketing & Operations, Analytics, Podcasts, Informational Books, Basketball, Fitness

## REFERENCES

Ben Ekow Halm: VP Welltower Investments, ekow.halm@gmail.com, 416-371-5435