

SUMMARY

A dedicated team player who combines strong communication skills with a commitment to delivering exceptional service. Consistently reliable in completing tasks to high standards while maintaining flexibility to adapt, learn, and embrace new challenges. Brings enthusiasm and professionalism to every project, with a genuine focus on meeting client needs and continuous improvement.

EDUCATIONAL BACKGROUND

African Methodist Episcopal University – Monrovia, Liberia
Bachelor's in Public Health.

September, 2022 – Present

Relevant Coursework: Human Biology; Health Systems Management; Epidemiology; Public Health Policy; Disease Prevention & Control; Community Health Studies.

LICOSSES University

February 2023 – April 25 2026

Associate's degree in education

Relevant Coursework: Child Growth and Development; Early Learning Principles; Classroom Management; Literacy and language development, Numeracy Foundations; Educational Psychology; Play-Based Learning Creative Learning through play.

PROFESSIONAL WORK EXPERIENCE

Administrative assistant.

April, 2021– August, 2022

Liberia Education Project – Bong County, Liberia

Provided administrative support to ensure smooth daily office operations, assisted with filing, record keeping, and document management. Supported communication between staff, partners, and stakeholders. Helped organize meetings, schedules, and project-related activities.

Data analyst

June, 2022 – August, 2022

Platform for Dialogue and Peace – Monrovia, Liberia

Collected and recorded accurate field data for project research and reporting. Conducted surveys and interviews with participants in assigned communities. ensured data was organized, verified, and submitted promptly. maintained confidentiality and followed ethical data collection procedures.

General Secretary

Customize technology solution - Monrovia, Liberia
2024

September 2022– December

Managed office correspondence, including emails, phone calls, and scheduling.

Organized and maintained records, files, and company documents.

Assisted in preparing reports, letters, and other administrative documents.

Supported daily office operations to ensure smooth workflow and communication.

Facilitator

CITY OF HOPE ACADEMY (Clar Hope Foundation)

August 2024- August 2026

Delivered interactive, child-centered instruction tailored to foundational standards while fostering student confidence, teamwork, and critical thinking. Managed a safe and inclusive learning environment, tracked academic performance to apply targeted literacy and numeracy interventions, and collaborated with staff and caregivers to drive student success.

Applied safeguarding knowledge to guard learners.

EXTRACURRICULAR ACTIVITIES

Participant, Trauma care provider

For Every Girl

August, 2023– August, 2023

Participated in training focused on trauma-informed care and support for girls. Learned and applied basic principles of psychological first aid and safe support practices.Engaged in discussions and activities on protection, well-being, and gender-based issues. Demonstrated commitment to supporting vulnerable individuals in safe and ethical ways.

Participant - Rehab Africa

June, 2022 – August, 2022

Capacity building, mental health awareness,
Participated in capacity-building sessions focused on personal and professional development. Gained knowledge on mental health awareness and community wellbeing. Engaged in group activities and discussions to improve understanding of mental health issues.Developed skills in communication, empathy, and community support.

Community Outreach Officer, Arise Impact Initiative, Liberia.

August 2021 – September 2023

Coordinated and supported community outreach activities and awareness programs.
Engaged with community members to promote education, health, and social development initiatives.
Assisted in organizing events, workshops, and sensitization campaigns.
Collected feedback and reported community needs to support program improvement.

Registrar, International Youth Fellowship (IYF)

July 2016 – August 2020

Managed participant registration and maintained accurate records of members and events.
Assisted in organizing programs, workshops, and fellowship activities.
Provided administrative support, including documentation and scheduling.
Ensured smooth communication between participants and coordinators.

UK Accreditation, British Counsel

July 2024

completed safeguarding training through the British Online Support Hub, as well as in-person safeguarding training delivered by qualified professionals.
Safeguarding Training – British Online Support Hub (Online)
Safeguarding Training – Professional-led In-Person Training

SKILLS

- Community Outreach & Public Engagement - Data Management & Reporting - Program/Project Organizer	- Strategic Communicator & Interpersonal Skill - Computer & Digital Literacy: Microsoft Office, Google Workspace. - Project Management	- Team Leadership & Organizational Leadership - Curriculum Designer
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INTERESTS

- Public & Mental Health Awareness. - Capacity Building - Women and child health	Education and Early Childhood Learning
Events, Projects, and Training Management	Women's leadership & Youth Empowerment initiatives

LANGUAGES

English – Proficient	Twi — Proficient
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