

## **COBBINAH DORCIA KONADU**

+233 54 536 3619

Ghana

### **CAREER OBJECTIVE**

A motivated and detail-oriented professional seeking opportunities in administration, hospitality, education support, or service management, where strong organizational skills, customer service orientation, and practical training in food, nutrition, and service delivery can be applied to enhance operational efficiency, client satisfaction, and organizational growth. Committed to continuous learning and professional development.

### **PERSONAL PROFILE**

- Nationality: Ghanaian
- Availability: Full-Time / Part-Time
- Work Orientation: Administrative | Hospitality | Education Support | Customer Service

### **ACADEMIC QUALIFICATIONS**

#### **Bachelor of Science (BSc) – Home Economics Education**

University of Education, Winneba (UEW), Ghana

2019 – 2023

#### **West African Senior School Certificate Examination (WASSCE)**

St. Monica's Senior High School, Ghana

2016 – 2019

Programme: Home Economics

#### **Basic Education Certificate Examination (BECE)**

First Love Academy, Ghana

2013 – 2016

### **PROFESSIONAL EXPERIENCE**

#### **Administrative & Instructional Support Staff**

**Simms Senior High School — 2 Years**

- Managed class records, student assessments, and administrative documentation.
- Planned schedules, prepared reports, and supported institutional operations.
- Coordinated practical activities requiring organization, hygiene, and resource management.
- Delivered customer-focused support to students, staff, and parents.

#### **Creative Arts / Home Economics Instructor**

**Zion Praise Educational Complex — 1 Year**

- Supported daily school administration through record-keeping and reporting.

- Delivered practical demonstrations requiring time management and attention to detail.
- Assisted with academic planning and internal coordination.
- Maintained organized learning and service environments.

### **Class Teacher / General Duties Staff**

#### **Glorious Morning Star School — 1 Year**

- Performed classroom and administrative duties in a structured work environment.
- Handled documentation, communication, and coordination tasks.
- Supported student welfare, supervision, and institutional routines.
- Worked collaboratively with management and colleagues to improve service delivery.

## **KEY SKILLS & COMPETENCIES**

### **Administrative & Office Skills**

- Record keeping and documentation
- Scheduling and time management
- Report writing and basic data handling
- Office coordination and support

### **Hospitality & Service Skills**

- Customer service and interpersonal communication
- Food handling, hygiene, and service standards
- Practical service delivery and supervision
- Attention to cleanliness, organization, and safety

### **Professional Skills**

- Strong communication (verbal & written)
- Teamwork and collaboration
- Problem-solving and adaptability
- Professional ethics and reliability

## **AREAS OF INTEREST**

- Administration & Office Support
- Hospitality & Service Management
- Front Desk / Customer Relations
- Food & Nutrition Services
- Institutional Support Roles

## **LANGUAGES**

- English – Proficient (spoken and written)
- Ghanaian Languages – Proficient (spoken)

## **PERSONAL ATTRIBUTES**

- Highly organized and dependable
- Customer-focused and service-oriented
- Adaptable to diverse work environments
- Committed to continuous improvement
- Positive attitude and strong work ethic

## **REFERENCES**

Available upon request.