

COBBINAH DORCIA KONADU

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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.