

MARY ASARE

University of Energy and Natural Resources

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PERSONAL PROFILE

I am a well-organized and focused person. I am a very determined, resilient and thrive comfortably under pressure. I am a strong team player and communicate comfortably at all levels. As a graduate with six (6) years' experience in academic set up, I am excellent in working with others to achieve set objectives on time. My experiences have built in me a strong sense of punctuality, tolerance, empathy and initiative. I am computer literate and have excellent organizational skills. I am passionate about my job.

CARRIER OBJECTIVES

To utilize my skills in Library and information field and to contribute my acquired knowledge and skills to the institution.

EDUCATION

2019-2022	B A (Hons) Information Studies	University of Ghana, Legon
2010-2012:	Diploma in Librarianship	University of Ghana, Legon
2004-2007:	Abuakwa State College	WASSCE
2001-2004:	St. Andrews Junior Secondary School	B.E.C.E

WORK EXPERIENCE

- 2016- To Date: University of Energy and Natural Resources Library, Sunyani -
(Employment)
- 2015 – 2016: Knutsford University College Library, Accra - (Employment)
- 2012-2013: Pentecost University College Library, Sowutoum - (National Services)
- 2011-2012: Valley View University Library (Oyibi) – (Field work)
- 2011-2012: Council for Scientific and Industrial Research (CSIR) - (Industrial attachment)
- 2011-2012: University of Ghana, Balm Library (Field work/ attachment)
- 2009-2012: Brilliant Data Analysis Centre, Central Cafeteria- University of Ghana
(Data Entry)

SKILLS AND ABILITIES

- ❖ Responsiveness and trustworthy to people
- ❖ Honest and high sense of integrity
- ❖ Enthusiastic
- ❖ Solid team player
- ❖ Communication skills and willing to learn new skills

PROFESSIONAL MEMBERSHIP

Ghana Library Association (G. L. A)

HOBBIES AND INTERESTS

Reading

Listening Music

Cooking

REFEREES

1. Dr. Isaac OwusuMensah
Senior Program Manager
Konard – Adenauer – Schule
Tel: 0244329047

2. Ms. Mercy Ama Asafu-adjaye
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3. Mr. Charles Afful Asare
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