

CURRICULUM VITAE

RUTH DUFIE AMOAH

P. O. Box 214, Sunyani
Cell: +233249017886/+233501379832
Email: ruthdufieamoah@gmail.com
Email: ramoah47@yahoo.com

OTHER PERSONAL PROFILE

Date of Birth:	September 29, 1991
Nationality:	Ghanaian
Gender:	Female
Marital Status:	Married

COMPUTER LITERACY

- Microsoft Office Package (Word, PowerPoint, Excel)
 - Statistical Package for Social Scientists (SPSS)
 - Efficient typist
-

OTHER SKILLS

- Report and Minutes writing
 - Data Analysis and Discussions
 - Good presentation skills
 - Excellent interpersonal and communication
 - Ability to learn quickly and apply new software
 - Teamwork/Collaboration
 - Self-motivated
 - Ability to work under little or no supervision
 - Very versatile
-

WORK HISTORY

Senior Administrative Assistant January, 2018.

University of Energy and Natural Resources (UENR) – Sunyani

- Planning and Scheduling meetings and appointments.
- Organizing meetings and recording minutes.

- Preparing and distributing correspondence.
- Drafting professional memos, letters and reports.
- Organizing, administering and managing paper and electronic database.
- Identified and recommended changes to existing processes to improve accuracy, efficiency and quality service.
- Offering directorate administrative support.
- Attending to staff enquiries.

Administrative Assistant (National Service)
09/2015 to 08/2016

University of Energy and Natural Resources (UENR)– Sunyani.

- Performed academic appraisal and analysis
- Worked directly with departments, clients, management to achieve result
- Analyzed departmental documents for appropriate dispatch and filling
- Prepared reports and research works
- Handled all correspondence
- Coordinated meetings and prepared minutes
- Participated in extra-curricular activities organized by the University

Research/Administrative Assistant (Intern)
05/2014 to 07/2014

Urban Roads – KMA, Kumasi

- Inspected and oriented transport unions
- Carried research work on the various transport unions
- Performed client appraisal and analysis to begin research
- Prepared reports and research works
- Issued out receipt to transport unions and drivers
- Typed and dispatched letters
- Managed and filed (project) documents
- Map Reading

Site Inspector/Administrative Assistant (Intern)
05/2013 to 08/2013

Engineers Department – Development Control Unit-KMA, Kumasi.

- Checked and processed building plans
- Supervised and inspected buildings and containers on site
- Drafted, typed and dispatched letters
- Processed and filed documents
- Handled all correspondence
- Map Reading

Site Inspector/Administrative Assistant (Intern)
06/2012 to 08/2012

Engineers Department – Development Control Unit-KMA, Kumasi.

- Supervised and inspected buildings and containers on site
- Checked and processed building plans
- Handled all correspondence
- Processed and filed documents
- Drafted, typed and dispatched letters
- Map Reading

EDUCATION

Institution	Duration	Certification	Programme
Kwame Nkrumah University of Science and Technology	Sept., 2019 – Nov., 2020	MPA	Public Administration
Kwame Nkrumah University of Science and Technology	2011 - 2015	BSc	Development Planning
Afua Kobi Ampem Girls, Ashanti Reg.	2007 - 2011	WASSCE	General Arts
KNUST Junior High School	2004 - 2007	BECE	-

CONFERENCES/WORKSHOP/SEMINARS

Name	Year	Location
1. Sustaining a Middle-Income Status: The Role of a Long-Term Development Plan- 43rd Annual Ghana Institute of Planners (GIP) Meeting.	2014	Institute of Local Government Studies, Accra-Ghana.
2. Presentation on Street Naming and Property Addressing.	2015	Engineering Auditorium- KNUST, Ghana.

SERVICES ON COMMITTEES & LEADERSHIP EXPERIENCE

- WOCOM – FUSSAG – UENR
- Vice-Chairperson, Audit Committee, Winners Chapel International, New Dormaa, Sunyani
- Member, Ushering Team, 4th/3rd/2nd/1st Congregation, UENR, Sunyani
- Secretary, Audit Committee, Winners Chapel International, New Dormaa, Sunyani
- Member, Audit Committee, Winners Chapel International, New Dormaa, Sunyani
- Secretary, Shiloh 2019 Committee, Winners Chapel International, New Dormaa, Sunyani
- Assistant Choir leader - Youth, Winners Chapel International, New Dormaa, Sunyani
- Financial Secretary, Caring Squad, Winners Chapel International, New Dormaa, Sunyani
- Member, Ushering Team, 3rd Vice - Chancellor's Investiture and Induction and 6th/7th/8th Matriculation, UENR, Sunyani
- Member, Dinner Committee, Department of Planning, GASP, KNUST, Kumasi
- Deputy Head, Welfare Committee, Department of Planning, GASPGCUC, KNUST, Kumasi
- Member, Editorial Committee, Department of Planning, GASP, KNUST, Kumasi
- Member, IMCS PAX Romana, Ghana Federation, KNUST-Kumasi
- Family Head (SRC Hostel). Member, IMCS PAX Romana Choir, KNUST-Kumasi
- Leader, 2nd/3rd Year Workshop Group, Studio Works, Department of Planning, Kwame Nkrumah University of Science and Technology, (KNUST), 2012 & 2013 Academic Year
- Secretary, Editorial Committee, Ashanti Regional Students' Representative Council, Kumasi
- Secretary, Students' Representative Council, Afua Kobi Girl Senior High School, Ashanti Reg.
- Organizing Secretary, Writers and Debaters Club, Afua Kobi Girl Senior High School, Ashanti Reg.
- Class Representative, 2008/2009 General Arts A3 Class in 2008/2009 and 2009/10 academic years

RESEARCH EXPERIENCE

- Ruth Dufie Amoah "The Role of University Administrators in Institutional Goal Attainment: "A Case of University of Energy and Natural Resources".
- Ruth Dufie Amoah "Assessing the Effect of Transport Fares on Household Income; The Perception of Household in Ayigya in the Kumasi Metropolis.

- Carried out Field Surveys (in urban and rural areas) for Workshop Assignments from 2011 to 2015 at the Department of Planning, KNUST, Kumasi.

CERTIFICATES

- Springboard Road Show. *Certificate for Participation* in the COMMEMORATIVE 10TH EDITION OF THE SPRINGBOARD ROAD SHOW– GHANA’S FOREMOST CAREER AND PERSONAL DEVELOPMENT CONFERENCE (2016).
- International Movement of Catholic Students, *Certificate of Honour* as a member of PAX ROMANA CHOIR KNUST LOCAL CATHOLIC CHAPLIANCY, KNUST (2011-2015).
- International Movement of Catholic Students, *Certificate of Appreciation* as a member of IMCS PAX ROMANA, GHANA FEDERATION (2011/2012-2014/2015).
- Ghana Institute of Planners (GIP), *Certificate of Participation* in the WEST AFRICA REGIONAL CONFERENCE OF THE COMMONWEALTH ASSOCIATION OF PLANNERS (CAP, 2014).
- Ghana Association of Student Planners (GASP), *Certificate of Merit* as a DEPUTY WELFARE of the WELFARE COMMITTEE (2013/2014)
- Ghana Association of Student Planners (GASP), *Certificate of Merit* as a MEMBER of the EDITORIAL COMMITTEE (2012/2013).
- Afua Kobi Ampem Girls’ Senior High School, *Certificate of Honour* as SECRETARY of the Student Representative Council (2009/2011)
- Ashanti Regional Students’ Representative Council, *Certificate of Honour* as SECRETARY of the Editorial Committee (2010/2011)
- Afua Kobi Ampem Girls’ Senior High School, *Certificate of Honour* as ORGANIZING SECRETARY of the Writers and Debaters Club (2010/2011)

REFEREES

Mr. Samuel Hackman
 Military Officer
 Sunyani Barracks
 Telephone: +233 246393332/+233206036990
 Email Address: samuelhackman60@gmail.com

Mr. Kodwo Boakye Egyin
 Ag. Director – Internal Audit Directorate
 University of Energy and Natural Resources
 (UENR), Sunyani
 Telephone: +233 208193262
 Email Address: Kodwo.egyin@uenr.edu.gh

Dr. Emmanuel Opuni-Frimpong
 Former Pro Vice – Chancellor

University of Energy and Natural Resources
(UENR), Sunyani
Telephone: +233 207443787
Email Address: eopuni@gmail.com

HOBBIES

- Reading and watching movies
- Singing
- Travelling
- Spending time online – keeping up with information
- Playing Ludo
- Ushering
- Socializing