

EDITH ADASI AYARKWA

c/o New Apostolic Church, P.O. Box 1040, Sunyani, Bono Region. Ghana.

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Date of Birth: August 26, 1991.

EDUCATION

January 2015 - September 2017: Kwame Nkrumah University of Science & Tech., Kumasi, Ghana.
Bachelor's Degree in Business Administration.

September 2011 - August 2013: Sunyani Polytechnic, Sunyani, Ghana.
Higher National Diploma: Secretaryship & Management Studies.

June 2006 - June 2009: Kumasi Girls Senior High School, Kumasi, Ghana.
West African Secondary School Certificate (General Arts).

PROFESSIONAL EXPERIENCE

August 2021 - Date University Of Energy and Natural Resources
Position: Administrator

- *In charge of all administrative secretarial duties at the department level.*

January 2021-July 2021: K.NAS Montessori, Sunyani Brong Ahafo, Ghana.
Position: Teaching Staff.

- *In charge of helping children of nursery two agates in the delicate formative stage, teaching them sounds, numeracy and creativity in a child friendly atmosphere.*
- *Training children of K.NAS Montessori (Collectively with other teachers) to be independent individuals and team players.*

March 2018 - January 2020: Cradle to Crayons Creche, Accra, Ghana.
Position: Creative Arts Instructor.

- *In charge of basic ballet, contemporary and traditional dance.*
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September 2018 - January 2020: Bloom Fields School, Accra, Ghana.
Position: Creative Arts Instructor.

- *In charge of ballet and contemporary dance instruction.*
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October 2018 to January 2020: Decathlon Ghana, Accra, Ghana.
Position: Ballet Sports Coach.

- *In charge of using ballet to improve healthy lifestyles for children.*
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September 2017 - February 2018 House of Fame Academy of Performing Arts, Accra, Ghana.
Position: Choreography Coordinator.

- *In charge of choreography lessons for various public schools in Accra.*
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**September 2016 - August 2017: Digitronix Systems Limited: Aptech-Ghana, Accra, Ghana.
Position: Course Counsellor & Administrative Assistant.**

- *Guide enquirers through the list of courses with detailed information.*
- *Keep a well-documented follow up form to track potential students on weekly basis.*
- *Data entry operator.*
- *Bookshop attendant.*
- *Prepare detailed monthly reports.*

**September 2014 - August 2016: IPMC-Ghana, Sunyani, Ghana.
Position: Course Counsellor & Administrative Assistant.**

- *Guide enquirers through the list of courses with detailed information*
 - *Keep a well-documented follow up form to track potential students on weekly basis.*
 - *Prepare detailed monthly reports.*
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**September 2013 – September 2014: Institute of Distance Learning.
Kwame Nkrumah University of Science and Technology,
Kumasi, Ghana.
Position: Administrative Assistant.**

- *Preparing and drafting letters and memos for senior members of the Institute.*
- *Assisting in students' online registration and biometric registration.*
- *Assisting in event-planning for students.*

ARTISTIC PROJECTS

January 2015 - Ongoing

**Singer and Dancer:
Afro Pop, Soul, Hi Life, RnB.**

March 2019

Photoshoot for: "Orijin Culture Bags", USA.

October 2018

Photoshoot for: "Adepa Wear", USA.

March 2017

Photoshoot for: "SunCity Fashion Week", Sunyani, Ghana.

ADDITIONAL INFORMATION

Languages Spoken

- *Asante Twi (Mother-Tongue).*
- *English (Advanced).*
- *French (Beginner).*

Key Skills

- *Microsoft Office.*
 - *Good communication skills.*
 - *Discipline.*
 - *Good team player.*
 - *Easily adapts to changing environment.*
 - *Good human relations.*
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- Microsoft Office.
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- Easily adapts to changing environment.
- Good human relations.

REFEREES

Mrs. Abigail Normanyo
Headmistress
Bloom Fields School
Spintex, Accra, Ghana.
0548960360

Mr. Joseph Adaklumegah
Office & Supply Leader
Decathlon Sportswear Co.
Junction Mall, Accra, Ghana.
0244856931
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Mrs. Pamela Asare
Human Resource Leader
Decathlon Sportswear Co.
Junction Mall, Accra, Ghana.
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