

# MARY ASARE

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University of Energy and Natural Resources

P. O. BOX,214, Sunyani

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## PERSONAL PROFILE

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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

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

## EDUCATION

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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**

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- 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**

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- ❖ 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**

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Reading

Listening Music

Cooking

# REFEREES

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1. Dr. Isaac OwusuMensah  
Senior Program Manager  
Konard – Adenauer – Schule  
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2. Ms. Mercy Ama Asafu-adjaye  
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