

# JOHN ADAMBA

University of Energy and Natural Resource

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## PERSONAL PROFILE

I am energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or any situation that I am presented with. As a graduate with ten (10) years' experience in academic set up, I am excellent in working with others to achieve set objectives on time.

## CARRIER OBJECTIVES

Talented and Professional Principal Library Assistant seeking a position in a new environment and utilize my skill in Library information and policies to be able to establish an efficient and accessible Library service. Here are some potential career objectives for John Adamba:

- ❖ **Professional Development:** Continuously improve and expand knowledge of library science, cataloguing systems, and information management through workshops, training programs and professional conferences.
- ❖ **Efficient Processing:** Enhance processing skills to improve the efficiency and accuracy of cataloguing, classification and circulation tasks within the library.
- ❖ **Technology Proficiency:** Stay current with advancements in library management systems and related technologies adapting to new tools and software that can streamline library processes.
- ❖ **Project Management:** Develop project management skills to handle large-scale cataloguing projects, system upgrades or other initiatives aimed at improving library services.
- ❖ **User Experience Enhancement:** work towards improving the overall user experience by implementing strategies to make library materials more accessible, organized and user-friendly for patrons.
- ❖ **Leadership Opportunities:** Seek leadership or supervisory roles within the library processing department, taking on responsibilities such as team management, project coordination and strategic planning.

## EDUCATION

- ❖ 2019-2020: Masters of Art (Information Studies) University of Ghana, Legon
- ❖ 2015-2018: BA (Hons) Information Studies University of Ghana, Legon
- ❖ 2010-2012: Diploma in Librarianship University of Ghana, Legon
- ❖ 2005-2008: Bibiani Secondary school Sefwi Bibiani, Western Region.
- ❖ 1993-2004: Yebs High Int. School Sefwi Dwenasi, Western Region.

## WORK EXPERIENCE

- ❖ 2013-2021: University of Energy and Natural Resources Library, Sunyani - (Employment)
- ❖ 2012-2013: Dua-Yaw Nkwanta Community Public Library, (National Service)
- ❖ 2011-2012: Ghana Institute of Management and Public Administration (GIMPA) Library, (Fieldwork)
- ❖ 2011-2012: Ghana Institute of Scientific and Industrial Research, Accra (Industrial attachment)

## ACHIEVEMENTS

- ❖ Provided Consultancy services and re-organization of Dua-Yaw Nkwanta Community library and training of staff about the practical knowledge about the concept of the field.
- ❖ Assisted all newly employed Staff and National Service Personal to obtain more practical idea about the work.
- ❖ Library collection organization to enable efficient use of the resources.
- ❖ Monitoring users of the University library to ensure an effective and interesting study environment.
- ❖ Implemented quality control measures to ensure accurate and error-free materials handling.
- ❖ Implementation of indexing services of daily graphic for historical and research purposes at UENR Library.
- ❖ Establishment of overdue list excel for UENR Library.

## ADDITIONAL SKILLS

- ❖ **Material Processing:** Proficient in receiving, sorting and cataloguing venous materials.
- ❖ **Quality Control:** experience implementing and maintaining high standards for material accuracy.

- ❖ **Inventory Management:** Skilled in maintaining organized and up-to-date inventories.
- ❖ **Team Collaboration:** Effective communication and coordination with cross-functional team.
- ❖ **Problem Solving:** Proven ability to troubleshoot and resolve issue in material processing workflow.

## WORKSHOPS ATTENDED

- ❖ The National Disaster Management Organization (NADMO).
- ❖ Disaster Prevention Club at the University of Ghana. How equipped are you as a student?
  - Fire Prevention (How to use fire extinguisher).
  - Conflict Resolution and Management.
  - Time Management.

## HOBBIES AND INTERESTS

- ❖ Searching and reading
- ❖ Watching football
- ❖ Listening to music

## REFEREES

1. Prof. Perpetual S. Dadzie

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E-mail: psdadzie@hotmail.com

2. Dr. Musa Adams

University of Ghana, Legon

Phone No: 0244666979

3. Mr. Fredric Noble Baada

Former Regional Librarian, Brong Ahafo Region

Sunyani, Ghana

Phone No. 0204039997

4. Mercy Ama Asafu-Adjaye

Ag. University Librarian, University of Energy and Natural Resources

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