

# RAYMOND MENSAH

POSTAL ADDRESS, MC O1102, Takoradi.

0541410109 – *raymond.mensah@uenr.edu.gh*

## Professional Summary

Mensah Raymond is an enthusiastic, energetic, well organized, adaptable young and dynamic man with knowledge, excellent talents and communication skills coupled with exceptional qualities and the ability to relate to people at all levels.

## Skills

- Administrative Skills
- Organizational skills
- Excellent team player
- Microsoft office
- Ability to work effectively in diverse work group
- Technical skills
- Hard working
- High results focused and goal driven
- Radio production skills

## Working Experience

Period	Organization / Institution	Position / Role	Responsibilities
Jan 2021 – Present	University of Energy and Natural Resources (UENR-Greena FM)	Senior Administrative Assistant	Oversee administrative operations and support departmental management; coordinate office communications, records, and logistics.
		Head of Operations	Manage daily station operations and programming; supervise staff and ensure compliance with broadcasting standards.
		Radio Presenter	Host live radio shows and interviews on various topics. Currently host of the Mid-Morning drive, Weekend Urban Mix and Request Time.

Curriculum Vitae

		Producer	Plan, script, and produce radio programs and talk shows; collaborate with hosts and technical teams.
<b>Nov 2018 – 2021</b>	University of Energy and Natural Resources (UENR-Greena FM) as a Contract Staff	Senior Technician	Provided technical support for broadcasting equipment and production setups.
		Radio Presenter	Hosted live radio shows and interviews on various topics. Hosted the Late afternoon drive, evening drives, Weekend Urban Mix and Request Time.
		Event & Showbiz Manager	Organized campus events, entertainment shows, and public relations activities.
		Producer	Oversaw pre-production, recording, and post-production of audio content.
<b>Sep 2017 – Aug 2018</b>	Greena FM (UENR)	National Service Personnel	Managed music clearances and cue sheets (Virtual DJ); handled field audio mixing; produced entertainment and lifestyle news and commercials.
<b>Jan 2016 – May 2016</b>	Samartex Timber & Plywood Co. Ltd, Samerboi	Industrial Attachment	Assisted the Production team in Hunting, Felling and Hauling of timbers from the forest to the yard of the company.
<b>Jul 2014 – Aug 2016</b>	Bismark Abudu Engineering, Takoradi	Industrial Attachment	Supported mechanical and technical projects under supervision.
<b>Jun 2012 – Sep 2013</b>	Philodot Boutique & Barbering Salon	Chief Executive Officer	Managed daily business operations, customer service, and staff supervision.

## Curriculum Vitae

### Education

- **2018** – BSc Natural Resource Management at the University of Energy & Natural Resources, Sunyani.
- **2017** – Greena Mentoring Training
- **2012** – West Africa Senior School Examination at Shama Senior High School (SHASS), Shama.
- **2008** – Basic Education Certificate Examination at Kojokrom New M/A JHS, Takoradi.

### Interest

- Achieving an organizational goal
- Reading
- Exploring
- Listening to music