# **RAYMOND MENSAH**

## POSTAL ADDRESS, MC O1102, Takoradi.

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## **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 /	Position / Role	Responsibilities
	Institution		
Jan 2021 –	University of Energy	Senior	Oversee administrative operations and support
Present	and Natural Resources	Administrative	departmental management; coordinate office
	(UENR-Greena FM)	Assistant	communications, records, and logistics.
		Head of	Manage daily station operations and programming;
		Operations	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.
Nov 2018 –	University of Energy	Senior	Provided technical support for broadcasting
2021	and Natural Resources	Technician	equipment and production setups.
	(UENR-Greena FM)		
	as a Contract Staff		
		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 &	Organized campus events, entertainment shows,
		Showbiz	and public relations activities.
		Manager	
		Producer	Oversaw pre-production, recording, and post-
			production of audio content.
Sep 2017 –	Greena FM (UENR)	National	Managed music clearances and cue sheets (Virtual
Aug 2018		Service	DJ); handled field audio mixing; produced
		Personnel	entertainment and lifestyle news and commercials.
Jan 2016 –	Samartex Timber &	Industrial	Assisted the Production team in Hunting, Felling
<b>May 2016</b>	Plywood Co. Ltd,	Attachment	and Hauling of timbers from the forest to the yard
	Samerboi		of the company.
Jul 2014 –	Bismark Abudu	Industrial	Supported mechanical and technical projects under
Aug 2016	Engineering, Takoradi	Attachment	supervision.
Jun 2012 –	Philodot Boutique &	Chief Executive	Managed daily business operations, customer
Sep 2013	Barbering Salon	Officer	service, and staff supervision.

## **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