ABENA KONADU GYAMFI-AFRIFA

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EDUCATION

UNIVERSITY OF GHANA Legon, Accra Bachelor of Arts in Information Science and Archaeology **Sep 2017 – Aug 2021**

EMPLOYMENT HISTORY

Management of Information Systems (MIS) Intern Jun 2019 – Aug 2019 Ablekuma North Municipal Assembly

- Analyzed business information system to make decisions based on data collection, integration and analysis of the collected data and information.

- Communicated and built relationships with teammates to oversee the installations of hardware and software.

- Provided management with better connectivity with the rest of the organisation

- Provided essential information to managers at different levels to enable them to work efficiently.

- Stored key information about clients, data analysis and data reports.

Research Assistant, Intern Jun 2018 – Aug 2018 Ga South Municipal Assembly

- Collected and logged research data.

- Created presentation slides and posters to help the researchers' findings.

- Proofread and edited research documents to ensure accuracy.

- Managed and updated databases to store, organize and quickly retrieve information.

- Assisted the senior researcher in tasks that supported research activities.

SKILLS AND PASSION

- Familiar with Microsoft Office Word, Excel, PowerPoint and Access, and comfortable working with different tools, communication, interpersonal, collaboration, desire to learn, curious, multi-task, prioritize, ability to adapt, able to work independently and in a team, highly motivated, able to take the initiative, attention to detail, flexible.
- Web Development: Familiar with both JavaScript and HTML/CSS.