

ABENA DARKOA OPARE-DJAN

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EDUCATION

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|-----------|---|
| 2016-2020 | Bachelor of Arts, Social Work with Sociology
University of Ghana |
| 2013-2016 | Senior High School Education, Business Program
Aburi Girls Senior High School |
| 2004-2013 | Basic and Junior High School Education
Rising Sun Montessori School |

CERTIFICATIONS AND SKILLS

- Proficient in Microsoft Office
- Completed a Career Development Program with the University of Ghana Career and Counselling Centre
- Team Player
- Report Writing
- Team Work

EXPERIENCE

Kraban Support Foundation, Dome, Accra- Data Entry Clerk

SEPTEMBER 2021 – present

- Entered client's data from old passbook to Microsoft Excel.

Centre for Migration Studies, University of Ghana, Legon – National Service Personnel

SEPTEMBER 2020 – JULY 2021

- Filed and Received letters coming to the centre
- Typed out documents on Microsoft word

- Transcribed audio files into a word document
- Dispatched letters going out of the centre

Future of Africa, East Legon, Accra - Volunteer Teacher.

OCTOBER 2019 - FEBRUARY 2020

- Tutored children at the organization on basic English speaking and writing skills before they move to the main school
- Participated in the organization's community outreach program aimed at transitioning street children to the organization's centre

Judicial Service Kwabenya Circuit Court, Kwabenya-Accra-Clerical Administration Assistant.

JUNE 2019- JULY 2019

- Recorded court cases into the things book
- Arranged dockets for court sittings
- Observed the family and tribunal court sitting at the Madina Magistrate Court

Play and Learn Foundation, Ajax Park University of Ghana - Mobile Library Programme Volunteer.

MARCH 2019 - APRIL 2019

- Worked with children to improve their reading and comprehension skills using storybooks and dictation as a way of testing their reading and comprehension abilities

The Ark Foundation, Haatso-Accra - School Sensitization Programme Volunteer at The Ark Foundation.

JUNE 2018- JULY 2018

- Prepared reports on the School sensitization Programme
- Answered mobile phone calls on inquiries about the organization's services
- Typed out client's cases
- Aided in brainstorming ideas on fund-raising on the foundation's social media platforms for the reopening of the foundation's shelter for battered women

ACHIEVEMENTS

- Worked with the volunteer team to find means of raising funds for the reopening of the organization's shelter for battered women through social media which yielded positive results as the shelter has begun operations again

REFERENCES

Augustina Naami, PhD.
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