

CLINTON ADDO

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PERSONAL STATEMENT AND OBJECTIVE

Personal Statement: I am an adaptive, lifelong learning, industrious, motivated, and highly productive individual. Over recent years, I have developed a diverse set of skills and qualities which I believe will add value to any team I find myself in. I am a strong communicator, a supportive collaborator, and a problem solver.

Objective: To secure a challenging position that allows me to utilize my skills in research, data analysis, project management, communication, and problem solving to contribute maximum value to your organization. I am looking for an opportunity where I can continuously learn, take initiative, and help drive results through diligent work, critical thinking, and effective collaboration with others. With my demonstrated abilities, work ethic, and adaptability, I am confident I will be an invaluable contributor to the institution.



BACKGROUND INFORMATION

- **Full Name:** Clinton Addo
- **Date of Birth:** 5th June 1995
- **Nationality:** Ghanaian
- **Marital Status:** Single
- **Belief:** Christianity
- **Language Spoken:** English (C1), Twi (C1), Ga (B1), Ga Adangbe (B2)



EDUCATION

BA in Education with Information Studies | University of Ghana, Legon

SEPT. 2018 – OCT. 2022

Graduated with a Second Class (Lower Division) Honors, CGPA=2.94 out of 4.00

West Africa Senior High School Certificate | Cambridge Senior High School, Bantama, North Suntreso

2012 – 2015

General Arts; Elective Mathematics, Economics, Geography, and Government as elective subjects.



EXPERIENCE

Manhyia Palace Museum | Manhyia Palace

NOV. 2022 – NOV. 2023

Communicating the custom, history and tradition to Ghanaians and foreigners of different background and race as a Tour Guide.

Duties:

- Welcoming and introducing the people to the Palace.
- Developing strategic ways of communicating to people of various background and race.
- Explaining concepts to people who may not be conversant with Ghanaian local language or English language.
- Attentively listening to feedbacks to improve on the dealings of the museum.

Competencies Developed:

- Research skills - Learning about and teaching the Asante history, customs and tradition has fairly helped to develop my own abilities to research the more.
- Communication skills - Explaining complex traditions, customs, and culture to non-Ghanaians in an understandable way has helped develop my communication and presentation skills.
- Problem-solving skills - Walking people through the museum has helped me reflect critically in action and on action when mind boggling questions are asked.
- Patience and empathy – Educating people with different skill levels and backgrounds have helped develop my patience, empathy, and interpersonal skills.

Senior Bible Clubs Coordinator | Scripture Union Ghana, Ashanti Region.

JUNE 2015 – APRIL 2018

Worked with Junior High School Students, Senior High School students, as well as College of Education students, alongside Tutors as patrons

Duties:

- Drawing of itinerary for weekly and monthly activities.

- Organizing of gospel rallies.
- Distribution of devotional guides and other Christian literature.
- Speaker at club meets and rallies.
- Communicate with parents and tutors regarding students' progress and needs.

Competencies Developed:

- Strong public speaking skill and effective listening environment.
- Effective communication and interpersonal skills to interact with students, parents, and tutors.
- Organization and time management to plan and deliver on time.

University of Ghana Internal Audit, Intern | University of Ghana, Legon.

2022

Assisted in auditing important documents.

Duties:

- Reviewing impress with checks to find out if they tally.
- Imputing audited data in databased system.
- Analyzing risk management techniques and how to implement them.

Competencies Developed:

- Developed abilities to manage situations and maintain discipline at all costs.
- Gained valuable experience in knowing how to analyze documents and working with them efficiently.
- Acquired the skills required to deliver effective results using creative methods to enhance conceptual clarity.



SKILLS AND TRAITS

- **Teachability and Adaptability** - Developed through various roles as a Bible Clubs Coordinator, as a Tour Guide, and as an Intern at the Internal Audit, where I had to learn new concepts, adapt to different teaching and communication styles, analyzing document and work with diverse people with different background and race.
- **Tech-savvy** - Gained through exploring different computer software, installing OS and software, and staying up to date with the latest technology trends as a hobby.
- **Problem Solving** - Demonstrated in my experiences as a Tour Guide, where I helped people of all educational levels overcome understand the details of culture for academic purposes, and as an intern at the Internal Audit, where I worked on various tasks like data analysis and minutes reviewing.
- **Leadership** - Acquired through serving as Electoral Commissioner and as a Coordinator for the Sponsorship Committee of the Education Students'

Association and overseeing the work of other board members and aspirants, as well as mentoring and mentoring students in my role as a Bible Clubs Coordinator.

- **Perseverance** - Exhibited in my dedication to volunteering as an Intern at the Internal Audit Directorate and in my commitment to helping students and the University Community grow and succeed in various roles and levels
- **Communication Skills** - Developed through my roles as a Tour Guide, Bible Clubs Coordinator, and Electoral Commissioner, where I effectively communicated with students, parents, colleagues, and foreigners.
- **Self-Reflection** - Gained through continuous learning and adapting in my roles as a Tour Guide, Bible Clubs Coordinator, and Electoral Commissioner, and through self-improvement in my hobbies and soft skills.
- **Honesty** - Demonstrated in my roles as a Bible Clubs Coordinator, and Electoral Commissioner, where I maintained integrity and upheld ethical standards.
- **Negotiation** - Acquired through my role as Sponsorship Coordinator of the Education Students' Association, where I represented student interests and advocated for best policy in terms of sponsorships.
- **Vigilance** - Developed through my experience as an Intern at the Internal Audit Directorate and an Electoral Commissioner, where I supervised and monitored elections to ensure adherence to free, fair, and transparent elections.
- **Collaboration** - Gained through working in various team settings as a Bible Clubs Coordinator, and Electoral Commissioner, where I collaborated with students, colleagues, and faculty members.
- **Critical Thinking** - Acquired through my work as a Senior Bible Clubs Coordinator and Electoral Commissioner, where I organized programs, strategically analyzing data, reviewed documents, and solved critical problems as well as dealing with issues regarding elections.
- **Strategic Thinking** - Developed in my role as the Sponsorship Coordinator of the Education Students' Association, where I managed resources and planned meetings with sponsors to benefit students and the faculty at large.
- **Innovation** - Demonstrated through my hobbies of exploring various computer software and staying up to date with the latest technology trends.
- **Open-Mindedness** - Gained through my experiences working with diverse groups of students, colleagues and people divers background or race.
- **Attention to Detail** - Acquired through my work as a Senior Bible Clubs Coordinator, Electoral Commissioner, and a Tour Guide, where I got to know key challenges of people by talking to them, finding possible solutions as well as providing constructive feedback to Tourists.
- **Patience** - Developed through my experiences as a Tour Guide, and Electoral Commissioner, where I worked with students of different skill levels and foreigners with various race, backgrounds, and upbringing.
- **Integrity** - Demonstrated in my roles as the Electoral Commissioner and as an intern Audit, where I maintained ethical standards and upheld university policies.

- **Decision-making** - Acquired through my leadership roles as Student Leader of the Education Students' Association, where I made decisions that impacted students and the organization positively.
- **Impartiality** - Developed in my role as an Electoral Commissioner, where I ensured free, fair and transparent elections maintained an unbiased approach in dealing with reports from students, aspirants and stakeholders.



ACTIVITIES

Electoral Commissioner, Education Students' Association | University of Ghana

2019-2022 ACADEMIC YEAR

I was appointed as the Electoral Commissioner of the above-stated student association in the period stated above.

Roles:

- Represent the interests and needs of education students to the university administration and faculty.
- Organize seminars to educate education students with regards to elections.
- Advocate for education students on university policies that impact them.
- Manage the association's electoral budgets, and resources.
- Recruit and oversee the work of other board members of the commission.
- Build relationships with other student groups and external organizations.
- Represent education students on the University of Ghana's Student Representative Council's Executive Committee Board
- Act as a peer mentor and resource for students in the department and the university at large.

Sponsorship Coordinator, Education Students' Association | University of Ghana

2020-2022

I was appointed as the Sponsorship Coordinator of the above-stated student association in the period stated above.

Roles:

- Act as a liaison between the association and potential donors or sponsors.
- Report relevant feedback regularly to the association leaders.
- Assist the association with drawing of sponsorship proposal.
- Provide guidance to students on course requirements and expectations.
- Recommend ways to improve our strategies in getting more sponsors.



SOFT SKILLS AND INTERESTS

- Volunteering
- Microsoft Office applications (Word, Excel, PowerPoint, etc.)
- Basic Graphic Designing (Flyers, Logo, Posters)
- Reading about latest trends in Technology
- Exploring all kinds of computer software
- Adventure games



REFERENCES

Dr. Kwaku Darko Amponsah (Lecturer, Head of Department)

University of Ghana, Department of Teacher Education

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Mrs. Dzifa Akosua M. Sackey (Internal Auditor)

University of Ghana, Internal Audit Directorate

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Mr. Rockson Antwi (Regional Manager)

Scripture Union Ghana, Ashanti Region

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Mr. Justice Brobbey

Manhyia Palace Museum

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