

GRACE AKUA MBROBA YAWSON

Ashongman Estates, Greater Accra - Ghana

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EDUCATION

University of Ghana
BA. Sociology and Linguistics

Legon, Greater Accra Region
Sep 2019 – Aug 2023

WORKING EXPERIENCE

KELEMM Technologies – Accra

Oct 2023 – Jan 2024

Marketing & Administrative Assistant

- Designed and managed the social media marketing calendar to enhance online presence
- Created and optimized social media accounts, achieving a 10% increase in follower account
- Developed engaging flyers for social media platforms, contributing to brand visibility
- Conducted research and sourced potential course instructors for the KELEMM Digiclass learning platform
- Organized and scheduled tasks, ensuring efficient operations for the executive officer.

Standard Chartered Bank – Head Office, Accra

Apr 2021 – Jul 2023

Promoter

- Advertised StanChart's products to prospective clients which increased products awareness
- Successfully Onboarded about 1,500 customers onto StanChart's e-Savings account product
- Assisted customers in visa cards and accounts activation as well as mobile application set-up

Papa's Pizza – East Legon, Accra

Feb 2021 – Mar 2021

Waitress

- Provided excellent customers service which increased the daily sales by 10%
- Ensured proper and appropriate table set-up which influenced higher customer satisfaction

Electoral Commission of Ghana – Accra

Dec 2020 – Dec 2020

COVID-19 Ambassador

- Ensured voters followed the required preventive measures of COVID-19
- Ensured hand washing points are in the right place and order
- Reduced the spread rate of the COVID-19 during the voting process

Okaikwei North Municipal Assembly – Tesano, Greater Accra

Jul 2020 – Oct 2020

Administrative Intern

- Drafted memos and minutes during the assembly meeting
- Transferred hardcopy data into digital excel format

PROJECTS AND RESEARCH

Pharmacy Management System, Accra

Sep 2019 – Dec 2019

Researcher and Data Entry

- Research on the drugs to be entered in the system and grouped them alphabetically
- Populated the system with all the drug details during the testing stage of the project

CO-CURRICULAR ACTIVITIES

Muskurahat Foundation, Remote

July 2019 – Aug 2019

Fund Raising Intern

- Organized fundraising activities to solicit funds from donors to help the needy
- Purchased and presented the funds to Royal Seed Orphanage home

SKILLS

- **Technical Skills:** Microsoft Office Suite (Word, PowerPoint, Excel, and Outlook), Canva
- **Soft Skills:** Critical Thinking, Analytical skills, Communication
- **Interest:** Research, Community Service, Entrepreneurship, Team Building