

# EMMANUELLA HAWA SAKYI

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*A sociology and social work graduate, goal oriented with a team spirit and a positive can-do attitude. Highly organized with well-developed communication and time management skills. Has a deep appreciation for values such as honesty, confidentiality, and commitment to a project. Keen to apply the knowledge acquired at the university and build more field skills.*

## EDUCATION

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**University of Ghana, Legon**  
**B.A. Sociology and Social Work**

**Accra, Greater Accra Region**  
**Sep 2017 - May 2021**

**Fijai Senior High School**  
**General Arts (\*WASSCE)**

**Takoradi, Western Region**  
**Sep 2014 - May 2017**

## EXPERIENCE

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**Deutsche Gesellschaft für Internationale Zusammenarbeit - Accra, Ghana**  
**National Service Personnel**

**Nov 2021 - Aug 2022**

- Organizing meetings and taking minutes
- Liaising with partner district to follow up on pending action plans.
- Assisting in scoping and mapping activities
- Assisting in the facilitation of dialogues
- Assisting in planning and implementation of activities.
- Communicating and liaising with Regional Advisors and implementation status.
- Data analysis and report writing.

**Judicial Service of Ghana (Accra Circuit Court) - Accra, Ghana**  
**Intern**

**Sept - Oct 2020**

- Ensured that daily court proceedings were recorded
- Documented court orders
- Ensured that there was a smooth running of the court.
- Organized and ensured that files were at their rightful place.
- Communicated with, and assisted lawyers and prosecutors to find their cases.
- Communicated the adjourned dates of cases to lawyers and prosecutors.

**Grace Station Foundation - Accra, Ghana**  
**Assistant Project Manager**

**Dec 2019 - Jan 2019**

- Conducted research, mainly in hospitals, orphanages and school.
- Worked hand in hand with the project manager to organize programs for people in orphanages, schools and hospitals, especially students to be registered under the company's scholarship programme.
- Served as a mediator between clients and the company.
- Had the responsibility of checking up on clients to note their well-being.
- Had the responsibility of drafting of weekly report.

**Pentecost Students and Associates (Pensa Legon) - Accra, Ghana**  
**Financial Secretary**

**Aug 2018 - May 2019**

- Provided a financial budget and report at the beginning and end of each semester.
- Counted and recorded every money collected during church service.
- Ensured that every money collected during church service was deposited at the bank.

**West African Examination Council - Accra, Ghana**  
**Marked Script Auditor**

**June - Aug 2018**

- Ensured that all scripts from completed examinations (West African Secondary School Certificate Examination & Basic Education Certificate Examination) were marked.
- Ensured that each marked examination paper tallied with the provided marking scheme.
- Ensured that each student's grade on the marked sheet tallied with those on the grading sheet.

## SKILLS

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- Quick to grasp new concepts and adapt
- Good research skills and an ability to sift through bulk data and extract relevant information pertaining to any topic of interest.
- Strong organizational and planning skills
- Ability to establish coordination between teammates at all levels
- Soft Skills: Microsoft Office Suite | Presentation Skills | Great customer service | Avid Team-player | Good communication skills | HTML&CSS

## INTERESTS

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- Reading (adventure and legal novels)
- Volunteer work (advocate for change to improve the social conditions of people)
- Travelling (to learn other cultures and to broaden my horizon)

## REFERENCES

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Available upon request

\*WASSCE - West African Secondary School Certificate Examination

\*University of Ghana