

Prince Amaning Enock

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Education:

Associate of Art in Theology.

African Centre For Theological Studies-Ghana, was the theological school that awarded me with the Associate of Art in Theology with honors grade after two years of intensive academic work. Per my academic performance and overall personality and behaviour I was made the school prefect in the second year to help the school in any way possible. This has a good impact in the leadership qualities I possess today. Since 2014 till now, I Pastor a church that by the grace of God I established in Navrongo, Ghana.

Certificate in Basic Knowledge of Computer.

During this same period I undertook basic computer course and was awarded a Certificate in Basic Knowledge of Computer. Which are all important background information and experience needed for this transcription work.

Professional experience:

Pastorate at United Pentecostal Church Int.Ghana:

For more than seven years now I have been a licensed Preacher in the United Pentecostal Church Int, Ghana. With a good sense of leadership I have been able to established a branch of the organization in Navrongo, Ghana. Teaching valuable christian lessons to people of diverse backgrounds.

Freelance Transcriber:

In the last quater of 2016 I was offered a freelance jod on upwork.com. Rachael Dannis employed me to transcribe video and audio files from Akan (Twi) language to English language for a USA based NGO called Talking Eyes Media. I had a good time as It was the first transcription job I did in my life. It was a great learning experience as I time coded the script throughout.

Skills and Qualification:

Team leadership:

I have the skill of leading and being led by others. As a freelancer I am open to employer opinions and directives to ensure customer or employer satisfaction and overall job success.

Fluent in Akan (Twi) and English:

This transcription job has to do with native and non native languages. This makes it crucial to be skillful in the reading, writing, understanding and speaking of these two languages. Per my nativity to the Twi and my academic studies, reading, writing and speaking of the English language levels I deem myself fit to undertake the task.

Good in computer usage:

Computer comes in handy in relation to this work, my my intermediate computer knowledge and usage so far the transcription shall be done well and submitted in time. I have a good speed level in typing, good adaptive style to new software usage if any.

Active listener:

It takes attentive listening or active listening to hear every word spoken and to type it accordingly. Without good listening skills one cannot handle any form of audio or video transcription work properly as expected. I have the active listening ability to deal with 99.9% of the spoken words.

Online research capabilities:

One must be able to quickly find some information on a particular subject, or correct spellings to deliver a better job. Here internet surfing and research comes in handy. I am all able to find information online if they exist there.

Awards and honors:

Associate of Arts in Theology, 2010:

This was awarded me by the Board of Directors of Global University of Theological Studies, in June, 2010 during my graduation.

Certificate in basic knowledge of computer:

This was awarded me in 2009 by a private computer training school based in Accra, Ghana.