

PATRICIA OWUSU ANSAH

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CAREER OBJECTIVE

An enthusiastic individual. Aspire for a challenging position in a professional institution where I can enhance my skills and strengthen them in conjunction with institutional goals. A self-motivated achiever with an ability to plan and execute.

Knowledge and skills

- Proficiency in Microsoft office suite
- Management and administrative skills
- Effective communication and presentation skills
- Good leadership skills
- Highly motivated and well organized
- Unbeatable work ethics and determine attitude towards achieving organizational goal.

EDUCATIONAL BACKGROUND

- Aug. 2018-May 2021 University of Education, Winneba BSc. Catering
- SEPT. 2009-AUG. 2012 Kumasi Polytechnic HND Catering
- SEPT. 2007-May 2008 Kumasi Polytechnic Advance Catering
- SEPT. 2004-MAY 2006 Kumasi Polytechnic Intermediate Catering
- SEPT. 2000-AUG. 2002 Asanteman Senior High School Home Economics

Relevant Working Experience

M.A. BEDIAKO ADVENTIST PREPARATORY SCHOOL 2015-DATE MATRON

Responsibility:

- Supervising Cooks.
- Pupil personal hygiene
- Stock Issue
- Preparation of daily costing sheet

KUMASI ANGLICAN SENIOR HIGH SCHOOL, NOV. 2012-JULY 2013, SUPPORTING STAFF (MATRON)

Responsibility:

- Supervising Cooks.
- Stock Issue
- Preparation of daily costing sheet

ROYAL BASIN RESORT, JUNE-SEPT. 2010, SUPPORTING STAFF (ALL DEPARTMENT)

Responsibility

- Helped in the cooking and serving of meals to customers
- Taking stock and issuing of stocks
- Introduced hygienic way of ensuring clean serving equipment.
- Front desk services (receiving and welcoming guest)

- Taking care of customer reservations
- Cleaning and making rooms available to customers.

REVEEN RESTAURANT, JULY –SEPT 2009 INTERNSHIP

Responsibility:

- Helped in cooking and serving of dishes to customers
- Ensuring clean working environment
- Taking of stocks

FIRST BAPTIST JUNIOR HIGH SCHOOL, AUG. 2007-JUNE 2009, CATERING TUTOR

Responsibility:

- As a member of the team responsible for the success of the first batch students of the school. I worked hard with other colleagues for the success of the school.
- Also assisted in the teaching of other class like the nursery in conjunction with catering.
- Introducing one hour a day reading time for the students as a way to improve on their reading skills resulting in other teachers doing same.
- Engaged in extracurricular activities with students who offered to stay after school.

PRESENTATION

Career expectations of graduate hospitality students and the hospitality industry.

REFEREE

Upon request