

MIRIAM COMMODORE – MENSAH.

miriamcommodoremensah@gmail.com

EDUCATION

University of Nebraska Omaha, Omaha, NE

Masters in Social Work

Expected graduation date: May 2019

Kwame Nkrumah University of Science & Technology (KNUST), Kumasi, Accra,

Bachelor of Arts in Social work

Graduation date: June 2016

PROFESSIONAL EXPERIENCE

UNO Child Care Center, Omaha, Nebraska (September – Present)

Assistant teacher

- Teaching children
- Helping organize events and activities for children.

Department of Social Welfare, Accra, Ghana (September 2016 – August 2017)

- Counselling clients
- Organizing trainings and events.
- Report writing on Microsoft and excel to serve as proof.
- Helping with the Livelihood Empowerment Against Poverty (LEAP) program.

EyeSmith Centre, Accra, Ghana (June 2015 – September 2016)

Secretary

- Accounts taking, marketing and record keeping through excel, Microsoft and spread sheet.
- Helping patients make choices of spectacles and dispensing spectacles.
- Managed day-to-day activities at the center.

Utah Foster Care, Salt Lake City, Utah (April 2015 – June 2015)

Practicum

- Organized events and meetings
- Member of decision making body on foster care.
- Organizing fundraising for foster care.
- Interviewing of prospective foster families.

Department of Social Welfare (Komfo Anokye Teaching Hospital),

Kumasi, Ghana (February 2015 – March 2015)

Practicum

- Conducting background search on patients
- Interviewing prospective financial aid beneficiaries.
- Counselling of patients.
- Facilitation of smooth transfer of children from hospital to orphanages.

Kumasi Cheshire Home, Kumasi, Ghana (March 2015 – April 2015)

Practicum

- Report writing and record keeping.
- Counselling of drug addicts.

El Adonai Company, Accra, Ghana (May 2014 – August 2014)

Secretary

- Record and Accounts keeping through spread sheet and excel.
- Administrative duties.
- Answering phone calls and sending emails to clients.

COMMUNITY OR VOLUNTEER WORK

- **St Vincent De Paul**, St Louis Senior High School, (2008 – 2012)
Financial secretary, Kumasi, Ghana
Donate to the poor and needy in the community.
- **Apostolic Church of Ghana** (October 2013 – Present)
Sunday school Teacher, Accra, Ghana
I used to teach the Sunday school and counsel teenagers in the church.

AWARDS & HONORS

Participant of the Scholars from Under Represented Groups in Engineering and Social Sciences (SURGE), University of Nebraska at Omaha

Member of the Phi Alpha Honor Society, Grace Abbott School of Social Work, University of Nebraska at Omaha

Financial secretary St Vincent De Paul, St Louis Senior High School, (2011-2012), Kumasi

Treasurer, Apostolic Students and Associates, St Louis Senior High School, (2011-2012), Kumasi.

SKILLS

Languages: English (Excellent), Ga (local dialect), Twi (local dialect), French (Average)

Computer: Windows OS, Microsoft Office Suite, Statistical Package for the Social Sciences (SPSS)

