

CURRICULUM VITAE

PERSONAL DATA

NAME	PATRICIA ADAFIENU
POSTAL ADDRESS	P. O. BOX SK 490, SAKUMONO-TEMA
PHYSICAL ADDRESS	PLOT E. 25, BEHIND ONE STEP STORE D.T.D. COMMUNITY 16, LASHIBI - TEMA, GHANA
E-mail	patr7adaf@yahoo.com
CONTACT	+233-24-707-8053/ 0276484019
SEX	FEMALE
NATIONALITY	GHANAIAN
MARITAL STATUS	SINGLE
DATE OF BIRTH	27 JUNE, 1990
LANGUAGES SPOKEN	ENGLISH, EWE, GA and TWI.

OBJECTIVE

I hope to build an excellent career based on hardwork and diligence. To be a great team player to ensure the success of the organisation.

PERSONAL PROFILE

I am a hardworking graduate who thrives at a chance of a challenge at work. I always like to work quickly but neatly so I can get the task I have been given done in a professional and efficient manner. I work well alongside others and easily get along with them as I am sociable. My confidence has been built over the years through the various positions I have held. My computer skills include MS Word and Excel amongst many others.

EDUCATION

<i>2009-2013</i>	Kwame Nkrumah University of Science and Technology Bachelor of Science Computer Science (Second Class Upper Honors)
<i>2005-2008</i>	St. Mary's Senior Secondary School / West African Examination Council (WAEC) Senior Secondary School Certificate (General Science) Biology, Elective Mathematics, Chemistry and Physics Options
<i>2002-2005</i>	Basic Education Certificate Examination (BECE)

WORKSHOPS AND TRAINING ATTENDED

May 2015	Afrinic workshop (TUNIS-TUNISIA)
August 2014	ITU IMPACT Cyber Security Training (ACCRA)

CONFERENCES AND EVENTS COORDINATED

Coordinated these conferences and workshops in terms of logistics and personnel

July 2017	African Open Data Conference
November 2016	National Cyber Security Week Celebration
August 2016	Ghana Internet Governance Forum
May 2016	Ghana Cyber Information Exchange Platform workshop
May 2016	DNS Entrepreneurship Training Workshop

WORK EXPERIENCE

August 2014-Present	Computer Emergency Response Team Ghana (CERT-GH) Volunteer Security Analyst <ul style="list-style-type: none">➤ Establish contact with industry players to create awareness of the CERT➤ Compile cyber security incident reports➤ Facilitate the general running of the cert offices➤ Update web portal➤ Management of the cert social media sites➤ Editing of CERT newsletter
September 2013 –August 2014	National Information Technology Agency (NITA) National service person <ul style="list-style-type: none">➤ Manage the weekly schedule of the Director of Operations➤ Organize and coordinate meetings hosted business development department➤ Take minutes occasionally.➤ Undertake any other assignments as may be determined by Director of Operations.
June-July 2012	Ghana Commercial Bank (Tema Harbour Branch) Intern <ul style="list-style-type: none">➤ Attend to customers enquiries.➤ Help customers open accounts.➤ Market services provided by the bank.
June-July 2011	Ghana Commercial Bank (Kasoa Market Branch) Intern <ul style="list-style-type: none">➤ Attend to customers enquiries.➤ Help customers open accounts.➤ Market services provided by the bank.

February- July 2009

Ann-Lisa school (Community 17, Lashibi)

Teaching Assistant

- Managed the Kindergarten Class with the substantive teacher
- Set up home work for the pupils

LEADERSHIP POSITIONS HELD

2013-2014	Treasurer (Evangelical Presbyterian Students Union, Lashibi)
2012-2013	Vice President Ushering Wing (Students Chaplaincy Council, KNUST)
2012-2013	Ushering Head (Evangelical Presbyterian Students Union KNUST)
2012-2013	Treasurer (Peer Counselors KNUST)
2011-2012	Treasurer (Ushering wing, Students Chaplaincy Council, KNUST)
2004-2005	Compound Prefect (Sakumono S.D.A. Preparatory School)

SKILLS

- Computer proficient: Microsoft Office, knowledge in web design, programming and database.
- Good knowledge in computer hardware.
- Knowledge in Windows operating system
- Excellent communication & interpersonal skills; communicate effectively with team members to achieve aims and goals.
- Very result oriented
- Great team player.
- Self-motivated and well-rounded.
- Ability to handle repetitive tasks.
- Dedicated to growth by constantly upgrading skills and participating in training opportunities.
- Ready to learn on the job
- Good organizational skills
- Good Analytical Skills
- Hard Working and Result Oriented Person

HOBBIES

- (a) Listening to Radio
- (b) Singing
- (c) Discovering /Researching new things

REFREES

Dr J.B Hayfron Acquah
Head of department
Computer science
Kwame Nkrumah University of Science and Technology Kumasi
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DECLARATION: I solemnly believe that all information provided above are correct to the best of my knowledge and belief.