

CURRICULUM VITAE

PERSONAL DATA

Quist Caroline

C/O Calvary Baptist Church,

P. O. Box TN 1351, Teshie-Nungua Estate,

Accra-Ghana.

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PROFILE:

I am an enthusiastic, self-motivated and result-oriented person who is committed to excellence, discipline and hardwork. I possess strong innovative, analytical, and interpersonal skills as well as a good sense of humour, which I believe is vital in the corporate world.

EDUCATION AND TRAINING

2010 - 2014: University Of Education, Winneba

2014 - 2014: Village du Benin, Lomé, Togo

2006 - 2009: Nungua Senior High School, Ghana

2004 - 2006: Mandela International School, Ghana

ACADEMIC QUALIFICATION

2010 to 2014: Bachelor of Arts (B.A), French Education (University Of
Education, Winneba)

2006 - 2009: West Africa School Certificate (Nungua Senior High School)

2004 - 2006: Basic Education Certificate (Mandela International School)

LEADERSHIP POSITIONS

2008-2009: French Class Prefect, Nungua Senior High School, Ghana.

2012-2013: Welfare organizer, Mass Theatre Group, University Of Education,
Winneba.

WORKEXPERIENCE

2013- 2013: French Teaching Assistant, Nungua Senior High School, Ghana.

2014 - 2015: Administrative Assistant, Ministry Of Tourism, Culture and
Creative Arts, Ghana.

ICT COMPETENCE

MS Word, MS Excel, Power Point and Internet Research.

LANGUAGES

English, French, Spanish, German.

INTEREST/ HOBBIES

Movies, Music, Reading, Writing.

REFEREES

1) Dr. Daniel Ayi-Adzima

Senior lecturer, Department of French Education

University of Education, Winneba

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2) Mr. Felix Odonkor

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