

KWAME TWENEBOA-KODUA ADOMAKO

SKILLS

- Teaching and mentoring: Experience in assisting professors with undergraduate courses, leading study groups, and providing guidance to students.
- Research and analysis: Proficient in conducting research, collecting and interpreting data, and presenting findings.
- Strong communication: Effective verbal and written communication skills, demonstrated through presentations, reports, and academic writing.
- Organization and time management: Capable of managing multiple tasks and meeting deadlines Efficiently.
- Attention to detail: A meticulous approach to work, ensuring accuracy and quality in all tasks.
- Team player: Collaborative mindset, possessing the ability to work effectively in a team environment.
- Administrative Support
- Data Analysis
- Course Materials Preparation
- Student Mentoring

Dedicated candidate eager to put analytical and problem-solving skills to practice in professional setting. Skilled at gathering and analyzing data for research with keen eye for accuracy. Reliable with strong leadership skills for mentoring and supervising students. Flexible with solid adaptability for working in dynamic environment.

WORK HISTORY

August 2023 - Current

Graduate Assistant Texas A&M University-Commerce, Commerce, TX

- Contributed to research and data analysis within the Department of Mathematics landscape.
- Administered coursework, graded assignments and provided constructive feedback.
- Assisted faculty members with data collection for potential academic publications.
- Gathered, reviewed, and summarized literature from scientific journals such as SciFinder and PubMed and produced graphs and other scientific calculations using MS Excel.
- Checked assignments, proctored tests and provided grades according to university standards.
- Mentored students through office hours and one-on-one communication.
- Worked with teachers in evaluating student progress, needs and gains.
- Coordinated homework and assignments for absent students.
- Developed and graded exams and assessments to evaluate student learning and provide feedback on performance.

November 2020 - August 2023

Administrative Manager Family Care Hospital, Kumasi, Ghana

- Oversaw the recruitment, hiring, and training of staff, as well as performance evaluations and addressing any personnel issues
- Was responsible for developing and managing the hospital's budget, monitoring expenses, and identifying cost-saving opportunities
- Additionally, I collaborated with finance departments to handle billing, insurance, and other financial matters
- Contributed to the development and implementation of hospital policies and procedures, ensuring compliance with regulations and standards, and promoting patient safety and quality of care
- Oversaw the maintenance and operations of the hospital facilities, ensuring a safe and efficient environment for patients and staff
- This includes coordinating maintenance, security, and emergency preparedness

- Worked to optimize the use of resources such as technology, equipment, and supplies, ensuring efficient operations across departments
- Collaborated with other hospital departments, clinicians, and external stakeholders to facilitate effective communication, coordination, and problem-solving
- Participated in quality improvement initiatives, promoting continuous improvement in patient outcomes, patient satisfaction, and organizational performance.
- Assisted with regulatory issues such as compliance.
- Analyzed current programs to determine effectiveness.
- Oversaw accounting, budgeting, and financial reporting.
- Created and implemented organizational policies and procedures.
- Tracked and evaluated statistical data on healthcare activities to make effective program decisions.
- Organized and managed contracts directly related to strategic mission of healthcare system.
- Consulted with healthcare professionals on business decisions.
- Recruited, hired and trained all staff, providing direct supervision, ongoing staff development and continuing education to employees.
- Established and maintained effective communication with staff, physicians and community organizations to promote high quality patient care.
- Conducted routine facility inspections, identifying areas needing improvement and eliminating hazards posed to staff and residents for continued compliance with associated regulations.

October 2015 - June 2020

Retail Advisor *Vodafone Ghana*, Kumasi, Ghana

- Used POS system to process sales, returns, online orders, and gift card activations.
- Answered questions about store policies and addressed customer concerns.
- Used in-store system to locate inventory and place special orders for customers.
- Volunteered for extra shifts during holidays and other busy periods to alleviate staffing shortages.
- Offered each customer top-notch, personal service to boost sales and customer satisfaction.
- Helped customers complete purchases, locate items, and join reward programs.
- Checked pricing, scanned items, applied discounts, and printed receipts to ring up customers.
- Developed professional relationships with customers to increase loyalty, retention and rapport.
- Monitored sales floor and merchandise displays for presentable condition, taking corrective action such as restocking or reorganizing products.
- Greeted customers and helped with product questions, selections, and purchases.
- Stocked merchandise, clearly labeling items, and arranging according to size or color.
- Trained and supervised new employees to use selling strategies and apply best practices.

- Utilized upselling techniques to promote additional products and increase sales.
- Organized store merchandise racks and displays to promote and maintain visually appealing environments.
- Balanced and organized cash register by handling cash, counting change, and storing coupons.
- Managed cash register after end of shift to balance and record accurate transactions.
- Maintained up-to-date knowledge of store sales, payment policies and security standards.
- Recommended complementary purchases to customers, increasing revenue.
- Managed efficient cash register operations.

August 2014 - September 2015

Clinical Audit - Intern Korle-Bu Teaching Hospital, Accra, Ghana

- Assisted in the clinical audits on patient care by collecting data and presenting to a board to make decisions and policies for the hospital.
- Conducted various patient Satisfaction surveys, analyzed the data and presented reports to the clinical audit board to make decisions regarding the quality of services to clients.
- Assisted in data collection, analysis, and interpretation for ongoing research projects
- Co-authored research papers and contributed to presentations at conferences.
- Assisted in office administration and client communication to help manage auditors' workload.
- Performed analytical review of audit documents.
- Partnered with auditors to track errors and add contributions to maintain accuracy.

January 2013 - September 2013

Intern Quality Life Assurance Company, Koforidua, Ghana

- Collaborated with team members on various projects, including data entry, research, and report writing
- Assisted in organizing and executing events and workshops
- Provided support to department staff as needed.
- Analyzed problems and worked with teams to develop solutions.

EDUCATION

Expected in June 2025

Master of Science Mathematics

Texas A&M University - Commerce, Commerce, TX, Ghana

June 2014

Bachelor of Science Mathematics

Kwame Nkrumah University of Science And Technology, Kumasi, Ghana

June 2009

West African Examination Certificate General Science

Suhum Secondary Technical School, Suhum, Ghana, Ghana
High School Education