

KWAME TWENEBOA-KODUA ADOMAKO

Commerce, Texas, 75428

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PROFESSIONAL SUMMARY

Detail-oriented and analytical professional with a strong foundation in mathematics and data science. Experienced in managing vendor relationships, conducting business analysis, optimizing operational processes, and driving strategic initiatives. Skilled in cross-functional collaboration, project execution, and customer-focused decision-making.

PROFESSIONAL SKILLS

- Vendor and relationship management: Experienced in supporting vendor operations, contract negotiation, and performance tracking.
- Data analysis and forecasting: Proficient in analyzing business metrics and generating actionable insights using Excel, Python, and SQL.
- Communication and collaboration: Strong interpersonal skills, with a track record of working effectively across internal teams and stakeholders.
- Project management: Skilled in managing timelines, coordinating deliverables, and driving execution in dynamic environments.
- Business strategy: Ability to align data-driven decisions with long-term organizational goals.
- Tools: Excel, SQL, Python, Google Analytics, Tableau

EDUCATION

Master of Science in Mathematics (Concentration: Data Science) Expected December 2025

Texas A&M University-Commerce, Texas, USA

Bachelor of Science in Mathematics

June 2014

Kwame Nkrumah University of Science and Technology, Kumasi, Ghana

West African Examination Certificate – General Science

June 2009

Suhum Secondary Technical School, Suhum, Ghana

PROFESSIONAL EXPERIENCE

Graduate Assistant-Teacher of Record

August 2023 – Present

Texas A&M University-Commerce, Commerce, TX

- Teacher of record for Contemporary Mathematics for the Fall 2024 and Spring 2025 semesters.
- Developed and graded assessments to measure student learning and course effectiveness.

- Led student mentoring sessions and coordinated learning support activities.

Administrative Manager

Nov 2020 – Aug 2023

Family Care Hospital, Kumasi, Ghana

- Managed departmental operations, including vendor negotiations, inventory planning, and compliance oversight.
- Designed workflow improvements that boosted operational efficiency and reduced costs.
- Coordinated strategic initiatives with leadership to enhance service delivery and drive long-term planning.

Retail Advisor

Oct 2015 – Jun 2020

Vodafone Ghana, Kumasi, Ghana

- Maintained vendor relations and resolved customer and operational issues across the retail network.
- Implemented promotional strategies and monitored product performance against KPIs.
- Supported onboarding and training for new team members.

Clinical Audit Intern

Aug 2014 – Sep 2015

Korle-Bu Teaching Hospital, Accra, Ghana

- Conducted statistical analysis of clinical audit data and contributed to improvement recommendations.
- Prepared reports and dashboards summarizing audit findings.

Intern

Jan 2013 – Sep 2013

Quality Life Assurance Company, Koforidua, Ghana

- Supported administrative tasks, data entry, and coordinated internal projects.
- Contributed to customer service initiatives and process audits.