

CINDY OKLU

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PROFESSIONAL SUMMARY:

A well-organized and results-focused individual who can translate vision into results and possesses the capacity to collaborate with others for effective teamwork management. Proficient in applying mathematics to ensure compliance of laid down procedures.

EDUCATION:

Master of Science in Mathematics, Expected: May 2022
Texas A&M University- Commerce, Commerce, Texas

Bachelor of Science in Mathematics with a Economics and Statistics Focus, July 2018 Kwame
Nkrumah University of Science and Technology (KNUST, Kumasi)

SKILLS AND COMPETENCE:

- Works collaboratively with colleagues to achieve organizational goals
- Good verbal and written communication skills
- Good interpersonal relations
- Organizational and planning skills
- Allocate appropriate amount of time and resources for completing work □ Knowledge in Microsoft Office, latex, Matlab, Python.
- Problem solving.

WORKING EXPERIENCE:

Teaching Assistant, January 2020 – Current
Texas A&M University – Commerce, Commerce, TX,

- Assist Professors with record keeping, and other miscellaneous projects.
- Work directly with students providing mentor and tutor services ensuring student understanding.
- Grading and it records.
- Assist with student conferences.
- Performs other duties as assigned by course instructor

National Service, September 2018 – July 2019
Presbyterian Senior High School, Labadi- Accra,

- Taught mathematics in class (elective and core mathematics).
- Marked exercise and examination papers.
- Organized assembly and school church services.
- Assisted with the admission of first years and other administrative work.
- Organized extra curriculum activities

Internship, June 2016 – August 2016 *Volta*
River Authority, Headquarters- Accra □
Organized seminars and workshops.

- Recorded minutes during meetings.
- Assisted in preparing the yearly budget.
- Part of a team that visited some electricity dams.

LEADERSHIP EXPERIENCE:

- **Royal ladies Vice President, KNUST**, Royal house Chapel Student and Associate (ROSA), 2017/2018
- **Royal ladies Organizing Secretary**, Royal house Chapel Student and Associate (ROSA), 2016/2017
- **Assistant Academic Prefects**, Akim Swerdru Senior High School, 2012/2013
- **Science Club Protocol Prefect**, Akim Swerdru Senior High, 2012/2013

WORKSHOP:

- Mathematics society Kumasi – Ghana. (May 2017)
- Volunteering to teach at ‘kids and maths’ (NGO). (July 2018)