

Daniel Kofi Adofo

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MA student in Human Resources and Employment Relations with a recent bachelors degree in Energy Business and Finance, diverse International work experiences, willingness to relocate, strong attention to detail, great adaptability skills, and a semester long research experience, looking to use my impeccable ethical, negotiation, conflict management and knowledge of the Recruitment and Termination process in the HR field.

Education

2020 - Present The Pennsylvania State University, MA student, Human Resources and Employment Relations
2016 - 2020 [GPA: 3.26] The Pennsylvania State University, Bsc student, Energy Business and Finance, Entrepreneurship and Innovation
July 2020 Undergraduate Thesis: Identification and Mapping Emission Exposure Risk of Asbestos(All Forms) And Formaldehyde, OSHA

Internship Experience

Agricultural Development Bank – Customer Service Operations/ Finance Intern

May 2019 - August 2019

Accra, Ghana

- Worked under the customer relations and finance operations following the accounting processes
- Collected and reported accounting processes, developing and utilizing spreadsheets and database software

Ecobank Ghana Ltd- Operations Intern

June 2018 - August 2018

Accra, Ghana

- Assisted customers with the Ecobank Mobile Banking App (Mobile banking software introduced first time over the summer)
- Lead a team of 7 Interns who were responsible for assisting customers with the mobile banking software app in the Weija District, Greater Accra Zone, in and outside the banking hall.
- Created, modified and executed process audits to improve productivity among team members

Leadership and Work Experience

LA 497 - Research Assistant

August 2019- December 2019

State College, UP

- Explored Potential contributions of the arts as an agent of change in promoting student engagement and engaged scholarships.
- Developed data collection tools based on literature review including an evaluative website assessment tool and focused group protocol and discussion questions

Young Achievers Foundation Ghana

August 2016- Current

Accra, Ghana

- Travelled across the Northern region of Ghana to recruit students and educate them about scholarship opportunities either studying both locally or abroad.
- Organized scholarship workshops in Accra and the Northern Region of Ghana, raising \$500 worth of books and stationary for students.

Activities and Clubs

- African Leadership Academy Model African Union (Washington District of Columbia)- Spring 2018
- Penn State Alternative Break: - Fall 2016, Fall 2017

Technical Skills

- Microsoft Excel, Oracle Database, MATLAB, R software, Monte Carlo Simulation, HR Analytics

Awards and Honors Societies

- John D. Ridge, Biello Family Endowment for Global Business Strategies in the College of Earth and Mineral Sciences: Fall 2019
- PSU College of Earth and Mineral Sciences Dean's List - Fall 2017, Spring 2018, Spring 2020

- College of Liberal Arts African Studies Scholarship - Fall 2018 to Spring 2020