**Adelaide Denkyi**  
624 Locust Lane, SC 16801  
Phone: 8142806199  
Email: axd6065@psu.edu

**PROFESSIONAL SUMMARY**

Dedicated Assistant Finance Officer with extensive experience in financial management and administrative support. Eager to leverage my background in finance and union leadership to specialize further in Labor and Global Workers’ Rights at the graduate level.

**WORK EXPERIENCE**

**Assistant Finance Officer**  
Ghana Water Company Limited  
June 2004 - Present

* Managed inter-branch reconciliation, ensuring financial coherence across all regional offices.
* Generated social security data for over 200 employees, aiding in regulatory compliance.
* Improved financial reporting accuracy by 20% through meticulous accrual journal processing.
* Maintained financial ledgers, resulting in a 15% improvement in financial audit outcomes.

**UNION LEADERSHIP ROLES**

**Vice Chairperson, Senior Staff Union**  
August 2023 – Present

**Chairperson, Ashanti Regional Women’s Committee**  
April 2021 – Present

* Spearheaded gender equality initiatives.

**Vice Chairperson, Ashanti Production Regional Division (JSU)**  
August 2019 – April 2021

**EDUCATION**

**Bachelor of Science in Business Administration (Accounting)**  
Ghana Baptist University College, Kumasi  
Graduated: 2014

**Diploma in Business Studies**  
Kumasi Technical University (Kumasi Polytechnic)  
Graduated: 2010

**CERTIFICATIONS AND TRAINING**

* **ILO C190 Training Program**: Focused on creating workplaces free from harassment and violence.
* **ILS and How to Use Them Workshop**: Insights into ILO Conventions 87 and 98.
* **Organizing for Power**: Strategies for motivating employees to collaboratively address workplace issues.
* **Female Leadership Skills Development**: Emotional intelligence, planning, and objective tracking.
* **Excel for Beginners**: Data analysis enhancement using Excel.

**AWARDS AND HONORS**

* Best Female Leader in Union Advocacy, 2022
* Outstanding Contribution to Financial Efficiency, 2018

**PUBLICATIONS AND PRESENTATIONS**

* **Donation to Female Inmates in Bono Region**: Promoted kindness in society as part of corporate social responsibility, October 2022.
* **Pad a Girl for Confidence**: Alleviated the financial burden of purchasing menstrual pads for females, enhancing their confidence, May 2023.

.