



Araba Essoun Nunoo

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🔗 <https://ryhzteachingministry.wordpress.com/>

PROFESSIONAL SUMMARY

I'm an organized and dependable candidate successful at managing multiple priorities with a positive attitude. I also have a willingness to take on added responsibilities to meet team goals.

I created my own natural hair product line as a self-taught formulator and managed the brand designs and logos as well as social media presence (marketing strategies) and content creation using free online resources I fished out because I listened closely to the changing tides of the Internet and the introduction of AI tools for growth.

I am a creator at heart, an introvert and very detail oriented.

I learn very fast and seek new ways of improving old skills as well as learning new ones. I was mentored by a hardworking mother and a Go-getter father who raised me up in a big family. As a result I had no choice but to learn to stand out and adapt quickly to change.

I love research as a hobby, and writing. I have a blog website dedicated to a Christian ministry I run and I love to believe that I'm truly making an impact in the world with every article written with due diligence, compassion and much inspired insight.

SKILLS

- Goal Setting
- Entrepreneurial personality
- Strategic Thinking
- Customer Relations
- Social Media Management
- Brand building
- Customer Service
- Business marketing
- Business Leadership
- Product Development
- Business Management
- Sound Judgment
- Human Resources

WORK HISTORY

ENTREPRENEUR

01/2021 to CURRENT

Just Puff Haircare | Sekondi-Takoradi

- Built strong brand recognition and customer loyalty by delivering

high-quality products and services consistently over time.

- Improved customer satisfaction with exceptional project management skills and timely delivery of products and services.
- Launched new product lines successfully through comprehensive planning, strategy and research.
- Determined business plan, mission statement, and vision.
- Established a successful startup by researching market opportunities, creating a business plan, and securing funding.
- Determined areas in need of improvement and devised targeted corrective actions for each concern to maintain optimal business operations.

EXECUTIVE ASSISTANT

11/2020 to CURRENT

Ryhz Teaching Ministry | Tema, Ghana

- Handled confidential and sensitive information with discretion and tact.
- Managed executive calendars, scheduling meetings and appointments and coordinating travel arrangements to optimize time.
- Maintained confidentiality with sensitive documents, ensuring proper storage and distribution as needed.
- Processed travel expenses and reimbursements for executive team and senior management group.
- Organized and coordinated conferences and monthly meetings.
- Managed office inventory, tracking supplies and placing orders to ensure smooth daily operations.
- Answered high volume of phone calls and email inquiries.
- Prepared and edited presentations on behalf of executives for both internal meetings and external conferences.
- Screened calls and emails and initiated actions to respond or direct messages for managers.

SPEAKER

11/2020 to CURRENT

Ryhz Teaching Ministry | Sekondi-Takoradi

- Inspired action within the audience by sharing personal experiences and lessons learned throughout career journey.

EDUCATION

Bachelor Of Arts | Human Resources Management
University of Ghana , Legon