

JOYCE DANYO

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SUMMARY

- An astute Marketing professional with excellent communication, interpersonal organisational and problem-solving skills.
- 10+ years' experience in creating great customer experience and handling difficult customers.
- A strategic thinker with demonstrated knowledge in strategic business planning, project management and financial management.

EDUCATION

Ghana Institute of Management & Public Administration [February 2021 - June 2022]
MBA Marketing

University of Professional Studies, Accra [August 2009 - June 2013]
BSc. Marketing

WORK EXPERIENCE

Educational Consultant/ Advisor [February 2022 - Present]
Overseas Students House- Accra, Ghana

- Provide advisory services to 300+ prospective applicants into the University of the West of Scotland, UK (every intake); and support with online student visa application.
- Tasked with daily social media marketing; and timely response to queries from clients nationwide.

Administrative Associate [September 2019 - September 2021]
Cummins Ghana Limited- Accra, Ghana

- Served as Executive assistant to the Executive Director, Cummins Africa & Middle East. Duties included managing appointments, scheduling all calendar meetings, making complex travel arrangements (flight reservations, hotel booking and ground transportation) and expense reporting in Concur. Hosted quarterly Virtual town hall meetings for 900+ Cummins employees across Africa and Middle East.
- Transcribed, typed, formatted and proofread variety of material such as correspondence, invoices, contracts, meeting minutes, reports and presentation deck).

VOLUNTEER ACTIVITY

Financial Secretary, Perez Chapel International- Opeikuma [June 2016 - Present]

- Preparing daily reports after church service; and submitting monthly reports on membership and finance to the Headquarters, Perez Dome.
- Approving all internal expenses and costs.
- Appointed member of the 7-member Church Board.

SKILLS

Marketing Communications | Business Strategy | Data Analytics | Social Media

INTERESTS

Writing | Branding | Research | Event Planning | Stakeholder Engagement