

## **CURRICULUM VITAE**

### **PERSONAL DETAILS**

Name: Erica Dormevenu

Nationality: Ghanaian

Mobile: 0248480257

Email address: [dormerical@gmail.com](mailto:dormerical@gmail.com)

Languages: English and Ewe.

### **PERSONAL PROFILE**

I am enthusiast and work well with little or no supervision. I also have good attitude towards work which punctuality tops all. On the field of work, I am always a team player and result oriented. I have good communication skills and I am able to speak and write good English as well. I am eager to learn and open to corrections and criticism.

#### **Personal attribute:**

- Strong communication skills
- Ability to ensure compliance with regulation and guidelines
- Able to work with little supervision
- Time conscious and ability to meet deadlines

### **CAREER OBJECTIVE**

To bring out the best result in any task assigned to me and be committed and dedicated to the organization to achieving set goals.

### **ACADEMIC QUALIFICATION**

2016 - 2020	Bachelor of Arts in Geography Education University of Education, Winneba
2012-2015	West African Senior School Certificate (WASSCE) Adidome Senior High.
2010-2012	Basic Education Certificate. (B.E.C.E) Delali Basic School.

## **SKILLS**

- Very Good in QGIS, Mapmaker and Google earth.
- Good in ArcGIS and AutoCAD
- Proficiency in Microsoft Word, Microsoft Power Point and Excel.

## **PROFESSIONAL EXPERIENCE**

September 2020- August 2021: Lower Manya Krobo Municipal Assembly.  
Physical Planning Department

Job titles: **Personal assistant to the Senior Technical Officer**

**Assistant Secretary**

Key responsibilities

- Collection of Field data using UTM Geo Map
- Preparation of Maps and creation of Shape files using QGIS
- Digitizing on Google earth
- Convention of geographic data using LUPMIS tool (Mapmaker)
- Site and Scheme plan preparation using AutoCAD
- Data entry using Microsoft Excel and Minutes preparation using Microsoft Word

September 2019 to December 2019: Adidome Senior High School

Job Title: Teacher (Intern)

May 2019- July 2019: Adidome Senior High School

Job title: Teacher (Attachment)

## **REFERENCE**

Mr. Maxwell Kofi Agyekum

Head of Physical Planning Department (L.M.K.M.A)

Email: [kofiaagyekumt6@gmail.com](mailto:kofiaagyekumt6@gmail.com)

Mobile: 0246382668

Mr. Yakanu Vincent

Adidome Senior High School

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