

Barbara Caroline Essiljoe

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Summary

Full of enthusiasm, smart, well-organized, reliable, efficient and proactive person who always strives to achieve high standards. I am a good team player and a self-inspired lady who always encourages myself that I can do it, even if it's my first time of trying.

Experience

Intelligent Cards Production Systems | Spintex

Quality Control Lab Technician & Inspector | 09/2019 - Present

- Ensure all our products fall within the ISO/IEC and Card Quality Management Systems (CQM) requirements
- Run sample tests on all new materials purchased quality the result, and accept parameters before we begin main production
- Run sample tests on all ongoing production to ensure all standardized requirements are maintained ISO and CQM
- Prepare and compile all lab test reports for easy retrieval and references
- Run regular (hourly) checks on ongoing production to prevent and correct any form of error
- Prepare lab equipment for tests
- Ensure the lab has and uses the updated books of ISO standards and CQM requirements
- Ensure all finished cards meet the ISO/CQM requirements before it is delivered
- Ensure all lab documents are updated and compiled for easy retrieval such as daily, weekly and monthly reports
- Read and respond to all Lab mails and correspondence
- Maintain all lab equipment and send them for calibration when the date is due
- Checking the quality of base cards and finished cards during production
- Sorting good cards from the bad cards, after which it is packaged for the next stage
- Accurately count cards and package finished cards after every stage of production
- Arrange embedded cards based on numbers or codes
- Supervise other team members to complete the project for the day

Fafa Chambers (Diaba, Diaba & Co.) | Takoradi, Western Region

Personal Assistant & Law Clerk | 09/2009 - 08/2014

- Receive and deliver emails, money, and documents on behalf of the company
- File court processes or documents on behalf of clients in the various courts
- Provide support to the Administration team and other areas as needed
- Type and edit court documents accurately
- Update and maintain public and private access files
- Maintain court files and documentation
- Maintain office equipment
- Make available court files and documents for easy retrieval
- Address certain customer complaints and problems when it's office related
- Registration of new clients
- Receives and pays money from and to clients respectively
- Place documents in their appropriate files and design a proper filing system
- Directs clients and legal issues to the appropriate offices
- Ensure filing systems are maintained and up to date, likewise court dates are recorded appropriately
- Ensure court documents and legal files are secured and protected
- Ensure effective transfer of legal documents and files
- Monitor and record distance calls and also control correspondences
- Updates clients about their court cases; processes and procedures
- Assist clients in the filling of their court documents and follow-up on their court proceedings

Skills

Customer service, Microsoft excel, Microsoft office, Microsoft outlook, Microsoft word, Administrative experience, Office experience, Communication skills, Organizational skills, Microsoft powerpoint, Data entry, English, Time management, Ability

to maintain confidentiality and professionalism, Change Management, Leadership Experience, Computer Literacy, Analysis Skills, Data Analysis Skills

Education

University of Cape Coast | Cape Coast, Central Region Bachelor of Arts (Theatre Studies & Philosophy) | 05/2019

- I was the costume and make-up designer for most of our campus productions
- I won the best costume and make-up design awards on several occasions
- Was selected by my Department for International Youth Fellowship program in South Korea the year 2018, due to my creative and innovative ideas and skills. The program was then sponsored by the University of Cape Coast
- I participated in most of the dance and drama performances on campus because of my dedication and proactiveness
- I also participated in most stage plays
- I graduated with a GPA of 3.2 and a CGPA of 2.8

Adiembra Senior High School | Sekondi, Western Region General Arts (Geography) | 06/2009

Wassce Certificate

Languages

English

Certificates

Fundamentals of Project Management (Alison online courses), Introduction to Oil and Gas Management (Alison, ongoing), CPR/BASIC FIRST AID, National Service certificate , Bachelor of Arts Certificate

Awards

Makeup artist of the year (2018), Costume and makeup artist of the year (2019)