

CURRICULUM VITAE
RICHMOND JOE BAIDOO

GA-148-0232

OSU ACCRA - GHANA

Tel: + 233570550492 / +233559048809

Email: richmondjoeбайдoo12@gmail.com

PERSONAL DETAILS

NAME: RICHMOND JOE BAIDOO
DATE OF BIRTH: 23RD AUGUST, 1997
PLACE OF BIRTH: ACCRA
GENDER: MALE
MARITAL STATUS: SINGLE
NATIONALITY: GHANIAN
LANGUAGES: ENGLISH, TWI, FANTE AND GA
RELIGION: CHRISTIAN



INTERESTS

- Writing poems and articles and publishing them on my online blog
- Doing research and finding out new, easier and better ways of doing things to save time and produce efficient results.
- Walking by the sea shore and appreciating nature.
- Watching educational movies
- Listening to music and singing
- Playing logical and mind-challenging games
- Reading novels and other motivational and productive books
- Designing
- I also like touring or going for excursions

PROFILE

I am a young Ghanaian man who is a very good team player and have the ability to learn new things with ease. I am full of energy and able to work with little or no supervision for long hours and meet deadline. I have the ability to multitask and take-up challenging responsibilities to equip me with new skills and abilities. I am goal oriented, competitive, innovative, hardworking, a self-starter and also a problem solver. I am well-organized and with excellent communication skills believe in the positive attitude towards work; superiors, colleagues, subordinates, punctuality and confidentiality. I am also very loyal and committed to

my employer and my duties. It's my dream to become one of the renowned lawyers in the world in the nearest future by learning and practicing journalism to equip me with the necessary skills to become who I want to be.

PROFESSIONAL SUMMARY

As a result of having taken different challenging positions and working in different environments, I have gained a lot of experience and excellent skills and abilities with which I am able to fit into any challenging position and work effectively to produce good results with little supervision. By working with people of diverse culture and personality, I can work effectively in a team of members of different culture and background and relate well with them to create or maintain a customer-friendly working environment and promote productivity.

SKILLS

- ✓ Can work with little or no supervision and achieve good results
- ✓ Can work with a team of diverse individuals
- ✓ Able to meet deadline
- ✓ Flexible and adaptive
- ✓ Ability to identify and solve problems
- ✓ Good interpersonal relationship
- ✓ Good written and oral communication skills.
- ✓ Excellent in Microsoft Office Suite
- ✓ Excellent in Corel Draw for Designing (Posters, Calendars, Business Cards, Invitation Cards, Branding, etc)
- ✓ Good with Photoshop Editing
- ✓ Excellent typing skills
- ✓ Can manage a blog
- ✓ Writing of poems and catchy articles
- ✓ Good analytical skills
- ✓ Taking good photo-shoots
- ✓ Can operate photocopier and scanner
- ✓ Can troubleshoot basic electronic gadgets problems (especially computer, printers and mobile phones)
- ✓ Ability to multi-task very well
- ✓ Ability to break things down for easier understanding
- ✓ Very good with using and controlling electronic gadgets

EDUCATIONAL BACKGROUND

Institution:	Atlantic International University (United States – Distance)
Duration:	November 2018 – January, 2019
Qualification:	Bachelor of International Relation (Deferred - Earned 41 Credits)
Course Offered:	International Relation

Institution:	P.M.D I.T Center (Tudu, Accra - Ghana)
Duration:	JULY 2017 - OCT 2017
Qualification:	Certificate in Computer Software
Course Offered:	I offered Microsoft Office Suite (Word, Access Database, PowerPoint Presentation, Publisher, Paint and Excel).

Institution	Swedru School of Business (Agona Swedru - Ghana)
Duration:	February 2014 – June 2016
Qualification:	West African Secondary School Certificate Examination (WASSCE)
Course Offered:	I offered Visual Arts with the following Elective Subjects: Graphic Design, Elective Mathematics, Leatherwork and General Knowledge in Arts.

Institution	Kaneshie North '1' Junior High School (North Kaneshie, Accra - Ghana)
Duration:	September 2010 – April 2013
Qualification:	Basic Education Certificate Examination (BECE)

ACHIEVEMENTS

- ✓ Was awarded a certificate of participation in 2007 Agona East District Reading Competition
- ✓ Was elected the School Prefect at my Primary School (Tawora A.D.A Primary School)
- ✓ Was awarded a Certificate of Participation in 2013 Regional Red Cross Examination at Kaneshie North '1' Junior High School
- ✓ Was awarded a certificate of Participation in the Zonal Army Cadet Competition at Swedru School of Business
- ✓ Started my own Blog in the year 2017 (www.rjbaidoo.wordpress.com)
- ✓ Started writing a Book about the human eye and revealing the secret ingredients for good eye-sight which I have not published yet.
- ✓ Have written a number of poems which I have not published yet
- ✓ Have established my own part-time business by name "Five Star Media" which provides excellent and professional media and secretarial services to the general public, corporate institutions, academic institutions, etc.
- ✓ Was recognized and awarded for the category of I.T personnel during the first Excellence Awards organized by the

- Speaker of parliament in collaboration with Osu Movement for Development for residents of Osu on August 2019.
- ✓ Successfully proofread a book written by Zeena Jaoude Wilson entitled “Maya” and also designed the Book Cover which was

- chosen among those by professional graphics designers.
- ✓ Made the highest sales of result checkers at Swepps Media worth about GH¢2,000.00 in 2019
 - ✓ Designed Swepps Media’s first Staff IDs

WORKING EXPERIENCE

Organization: Coalition of Ghana Youth (Osu, Accra – Ghana)

Duration: March 2019 - Date

Position: Volunteer Secretary

Duties Performed:

- ✓ Attending weekly meetings
- ✓ Taking minutes at the meetings
- ✓ Registering new members
- ✓ Taking attendance of the meeting
- ✓ Typing letters for the organization
- ✓ Creating forms and other necessary documents for the organization
- ✓ Created email address and facebook page for the organization
- ✓ Managing the facebook page
- ✓ Responding to emails and facebook messages on behalf of the president

Organization: Five Star Media (Osu, Accra - Ghana)

Duration: January 2018 - Date

Position: Founder / C.E.O

Duties Performed:

- ✓ Preparing business introductory letters and proposals
- ✓ Taking letters to institutions in hand
- ✓ Forwarding emails to institutions
- ✓ Answering phone calls
- ✓ Reading and responding to emails
- ✓ Meeting up with potential clients for business discussions
- ✓ Accepting orders or contracts and getting them done on-time
- ✓ Delivering finished works to clients
- ✓ Trouble-shooting office equipment such as printers, computers, etc.
- ✓ Managing the business’s social media accounts
- ✓ Purchasing necessary stationeries

Organization: Self-employed (Osu, Accra – Ghana)

Duration: January 2017 - Date

Position: Personal Teacher (Evening)

RICHMOND JOE BAIDOO

Duties Performed:

- Preparing lesson notes
- Assisting children with their school home works and inspecting them for corrections after completion
- Teaching children more about the things they learnt in school for better understanding
- Using pictures and video materials to explain things to children
- Giving them works to do to test their understanding
- Giving them assignment to submit the following day for marking

Organization: Swepps Media.Com (Osu, Accra - Ghana)

Duration: February 2018 - Present

Position: Secretary

Duties Performed:

- ✓ Welcoming customers
- ✓ Typing and editing documents
- ✓ Designing some works
- ✓ Responsible for creating forms
- ✓ Saving and retrieving typed documents per the request of customers
- ✓ In charge of sales of WAEC result and placement checkers
- ✓ In charge of making accounts of result checker sales made
- ✓ Issuing receipts and invoice to customers
- ✓ Answering phone calls
- ✓ Receiving customers' complaints and solving those within my power and informing my boss of the ones above my ability
- ✓ Snapping and printing of passport pictures for customers
- ✓ Scanning and sending of documents
- ✓ Conversion of documents to different formats
- ✓ Keeping record of daily sales
- ✓ Trouble-shooting basic problems
- ✓ Training and guiding new employees

Organization: Prophet Samuel Addison's House (Spintex, Accra - Ghana)

Duration: November 2017 – January 2018

Position: Domestic House Keeper

Duties Performed:

- ✓ Sweeping the compound every morning and scrubbing it when necessary
- ✓ Cleaning the glass windows and doors every morning.
- ✓ Sweeping their room and cleaning the bathhouse
- ✓ Washing cars every morning
- ✓ Washing the dishes and dresses

- ✓ Ironing dresses and cleaning their shoes every day
- ✓ Opening the main gate for incoming and outgoing cars
- ✓ Responsible for running errands and buying groceries
- ✓ Keeping the garden and flowers neat and attractive always

- ✓ Welcoming of guests
- ✓ Helping the Nanny to take care of the children when less busy
- ✓ Assisting at the Kitchen to prepare food
- ✓ Fixing of accessories and other broken items in the house

Organization: Canadian Optical (Labone Road, Accra - Ghana)

Duration: April 2017 – October 2017

Position: Office Cleaner

Duties Performed:

- ✓ Emptying dustbins every morning.
- ✓ Mopping the floor every morning and making sure chemical stains at the Laboratory are thoroughly cleaned
- ✓ Cleaning the glass doors and windows
- ✓ Dusting the desks and tables
- ✓ Removing cobwebs
- ✓ Attending to the needs of the staff
- ✓ Assisting colleagues to finish our work early
- ✓ Cleaning the Managing Director's Office every day

Organization: My Child Your Child Preparatory School (Osu, Accra – Ghana)

Duration: October 2016 – October 2017

Position: Teacher

Duties Performed:

- ✓ Preparing lesson notes each day
- ✓ Teaching the children to their best of understanding
- ✓ Teaching ICT and Creative Arts to other classes whose teachers are not familiar with the subjects
- ✓ Giving the pupils exercise and assignments to take home every day
- ✓ Marking their class exercises and assignments
- ✓ Taking attendance of the pupils

- ✓ Setting examination questions for the pupils and supervising them to write their examinations
- ✓ Marking and recording the marks of their examinations

- ✓ Filling the report cards of the pupils and distributing it to them
- ✓ Recommending deserving students to be awarded

Organization: Lighthouse Chapel International (Korle Gonno Branch, Accra - Ghana)

Duration: July 2016 - Present

Position: Shepherd

Duties Performed:

- ✓ Communicating with my group members and finding out how they are doing in the course of the week.
- ✓ Counseling and encouraging them when they are going through hard times
- ✓ Visiting the members during the course of the week
- ✓ Mobilizing them alongside other Shepherds for Centa Service every week
- ✓ Organizing the meeting place for the service
- ✓ Preaching the word of God to them at the service
- ✓ Mobilizing the members on Sunday mornings to take them to church
- ✓ Organizing a bus to take the people to church
- ✓ Reporting to the Pastor in charge of Data collection and submitting my data
- ✓ Mobilizing and bringing them back home with the bus after their various classes
- ✓ Attending Camps, Conferences and other meetings organized for Shepherds

REFERENCES

- Mr. Emmanuel Buabeng
Photographer
Gentle Photos, Agona Swedru
Tel: +233246726396
- Rev. Richard Tsaku
Resident Overseer
Lighthouse Chapel International, Korle Gonno - Accra

Tel: +233577679111 / +233268756670

- Madam Margaret Banzie
Teacher
Swedru School of Business, Agona Swedru
Tel: +233507687899
- Prophet Samuel Addison
General Overseer
Eagles House Chapel International, Achimota New Bus Terminal
Tel: +23324 436 1289
- Mrs. Mary Lamptey
Proprietress
My Child Your Child Preparatory School, Osu - Accra
Tel: +233207211472
- Mrs. Eunice Phyllis Addison
Fashion Designer / C.E.O
Naddis Collection
Tel: +233244225658 / +233579045374
- Mr. Boampong Buabasa
Chief Executive Officer
Swepps Media.Com, Osu - Accra
Tel: +233243585850
Email: sweppsmedia2000@gmail.com