

## CATHERINE DANI

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### EDUCATION AND CERTIFICATION

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#### University of Professional Studies, UPSA

Bachelor of Arts.

Business Administration

September 2020- July 2022

#### University of Ghana, Legon

Diploma in Public Administration

September 2017- June 2020

#### Archbishop Porter Girls' Secondary School, Takoradi.

Business: Economics, Business Management, Financial Accounting

October 2013 – May 2016

### PROFESSIONAL EXPERIENCE

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#### Front/Back Ltd.

2022- Present

Personal Assistant to Events & Procurement Manager

- Assist in coordinating and organizing various events.
- Run concierge services on behalf of my boss when necessary.
- Manage administrative tasks as well as personal errands for him when need be.
- Handle communication and correspondence on behalf of the Events Manager.
- Collaborate with team members to ensure smooth event execution.

#### Butterfly Socials Agency

CEO / Managing Director

November 2018 – present

- Successfully managing a small business providing event ushering, coordination, ticketing, dowry services, and more.
- Worked with over 20 companies (and counting), including Guinness Ghana, Total Ghana, and ABSA Ghana
- Over 70 trained employees, contributing not only to client satisfaction but also to the personal and professional development of employees.

#### Ghana Cocoa Board –

National Service Personnel

December 2022 – September 2023

- Assisted in tracking and assessing organizational performance in the monitoring and evaluation department.
- Served as a Personal Assistant to the Deputy Technical Manager (M&E), ensuring smooth communication and coordination.
- Developed strong organizational and communication skills, attention to detail, and a commitment to excellen

#### Empire Ghana

Front Desk Receptionist

June 2020 – August 2020

- Greeted visitors, managed office calendars, took minutes during meetings, handled petty cash expenses, and facilitated office needs.
- Ensured timely delivery of lunch, managed calls on behalf of the company, and maintained supplies for the convenience of all staff.

*Client Service Assistant*

*November 2019– August 2020*

- Responded to client inquiries and concerns, processed service requests, and escalated high-level complaints.
- Found prospective clients, negotiated contracts, and represented clients during Key Index Performances (KPI) meetings.
- Analyzed benefits or losses brought in by clients to decide on contract continuity or termination.

## **ACHIEVEMENTS**

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- Demonstrated versatile skills in event coordination, administrative tasks, and effective communication across various roles, contributing to successful outcomes and streamlined operations.
- Established and managed a successful small business, Butterfly Socials Agency, fostering strong relationships with over 25 companies and achieving a high rate of returning customers.
- Served as a reliable and efficient Front Desk Receptionist at Empire Ghana, ensuring a positive office atmosphere through excellent visitor management and office coordination.
- Exhibited strong negotiation skills as a Client Service Assistant in North Ridge, Ghana, resulting in successful contract negotiations and strategic decision-making for the company.

## **SKILLS & INTERESTS**

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- Ability to work with persons of different orientations.
- Excellent oral, and writing communication skills in English.
- Ability to work under pressure as a team person and independently.
- Goal-oriented, computer literate, and familiar with various technological devices and software.
- Proficient in Microsoft Office suite, Excel, PowerPoint, Canvas, Asana.
- Remarkable coordination and delegation skills.
- Interests include adventure traveling, public speaking, volunteer and social work, movies.
- Highly motivated to contribute, stay updated with the latest technology, and stay organized

## **REFERENCES**

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1. Mrs. Salma Hahor Limann  
Deputy Technical Manager (M&E), Ghana Cocoa Board (CHED)  
+233246527081
2. Rhoda Nana Sarfo  
Projects Coordinator, AIMS Ghana, Accra, Ghana  
+233269822632
3. Felix Amartey  
Events & Procurements Manager, Front/Back Ltd.  
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