

## AMMA ASANTEWAA SACKEY

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A Project Management Professional with experience delivering services as a consultant to different organizations and local communities. Demonstrated proven communication and interpersonal skills; well-versed on building the capacity of students and work professionals with a broad knowledge in project design and fundraising. Self-motivated and target driven with the ability to lead team members to attain set goals within set deadlines. Possess the skillset to work efficiently under minimal supervision.

### ACHIEVEMENTS

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- Served as a Project Operational Committee Member- for the Obaasima project, an ongoing project to develop safe and nutritious food product for women by providing their daily dose of nutrients through readily available food. The project is funded by the Bill and Melinda Gates Foundation, GIZ, DSM and Sight and Life.
- Worked as a Project Lead to ensure compliance of OMCs at Ghana Standards Authority (Enhancing Legal Metrology Services). Ensured value for money and fair trade through effective legal metrology operations of GSA. Ensured proper supervision of calibration services through effective monitoring and verification systems.
- Acted as a Project Team Lead for the Weights and Measure Project. Adopted and implemented standard practices in weights and measurements for fair trade in Ghana. Promoted the use of scales in local markets within the duration of the project. Established Weights and Measures Secretariate in the first six -months of the project.
- Led activities for the MoFA-RI Annual Bazaar project on behalf of GSA. Planned and monitored the Made in Ghana bazaar for the diplomatic corps and Ghanaians. Pitched products to vendors.

### PROFESSIONAL WORK EXPERIENCE

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Ghana Standards Authority, Accra, Ghana 2018 – Present

#### ***Business Development Officer***

- Manage projects and build strong ties with existing as well as new customers. Scout for projects to contract business opportunities; ensure the adherence of the company's practices, policies, products, prices and promotions among relevant stakeholders.

CTEQ Limited, Ethiopia & Ghana

2016 – 2017

#### ***Assistant Project Consultant***

- Prepared documents and monitored project activities. Provided support to team members on operations. Prepared performance and progress reports.

Barrytraum Group International Accra, Ghana

2015 – 2018

#### ***Associate Consultant***

- Developed teaching materials and assessment methods; organised workshops and supervised students' project work assignments; designed and prepared curriculum; managed courses and presented lectures.

Ministry of Defence Accra, Ghana

2011 – 2012

**Administrative Assistant**

- Managed official correspondence; scheduled meeting; managed records and documents; attended to the needs of visitors and performed administrative duties.

**EDUCATION**

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**University of Stirling, Stirling, Scotland- United Kingdom**

2013 – 2014

Master of Science in Project Management

**University of Ghana, Accra, Ghana**

2007 – 2011

Bachelor of Arts in Sociology with Geography and Resource Management

**Adiembra Senior School, Sekondi - Takoradi, Ghana**

2005 – 2006

Senior Secondary School Certificate Examination (General Arts)

**SKILLS**

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- Proficient in Microsoft Office Suite and Statistical Package for the Social Sciences (SPSS)
- Fluent in English and Akan

**REFERENCE**

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