

# Patience Nana Ama Mensah

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## Objective

Detail-oriented and people-focused professional with a background in Procurement and Logistics and current graduate studies in Occupational Safety. Experienced in customer service, event coordination and administrative support. Passionate about creating safe, inclusive environments and eager to apply safety knowledge in real-world settings. Strong communicator with leadership experience in multicultural programming.

## Education

### University of Central Missouri

*Master's in Occupational Safety and Health Technology*

**JAN 2024 - MAY 2026**

*Warrensburg, MO*

### Ghana Communication Technology University

*Bachelor of Procurement and Logistics*

**SEP 2017 – OCT 2021**

*Accra, Ghana*

## Professional Summary

- Occupational Safety student with a strong academic foundation in workplace safety and hazard controls.
- Seeking hands-on experience through a safety internship to apply classroom knowledge in a real life setting .
- Proficient in Microsoft Office Suite (Office, Powerpoint, Excel) and comfortable learning new safety software.
- Strong communication and teamwork skills developed through campus leadership and collaborative activities .

## Technical Skills

- **Basic Safety Knowledge**
- **Microsoft Office Suite** (Word, Excel, Powerpoint)
- **Personal Protective Equipment (PPE) Evaluation**
- **Emergency Action Plan**
- **Ergonomics Assessment Basics**

## Work Experience

### University of Central Missouri, The Center

*Graduate Assistant*

**MAY 2025 – Present**

*Warrensburg, Missouri*

### Responsibilities:

- Excellent communication and interpersonal skills; able to engage effectively with students, staff, and visitors.
- Strong organizational skills with the ability to manage priorities and meet deadlines.
- Works well independently and collaboratively in team-based settings.
- Demonstrates leadership, initiative and attention to details in all tasks.
- Committed to fostering an inclusive and welcoming environment for student success.
- Collaborated with faculty and administrative teams to translate program requirements into actionable insights.

**Kaneshie Polyclinic****MAR 2021 – DEC 2021**

Accra, Ghana

*Procurement Assistant***Responsibilities:**

- Supported the procurement team in sourcing medical supplies and essential materials for the hospital.
- Prepared and reviewed purchase orders, quotations and supplier contracts to ensure accuracy and compliance with procurement regulations.
- Participated in supplier evaluations and contributed to identifying cost-saving opportunities.
- Communicated with vendors to obtain quotes, confirm deliveries and resolve issues.

**Fidelity Bank Ghana Limited, Accra****MAR 2022 – DEC 2023**

Accra, Ghana

*Direct Sales Executive***Responsibilities:**

- Grew existing accounts by identifying additional product needs and upselling services.
- Analyzed customer feedback to identify areas of improvement in product quality and customer experience.
- Built and maintained strong client relationships to drive customer retention and long-term account growth.

**Volunteer Experience****University of Central Missouri****FEB 2024 – APR 2024****MOVO Volunteers***Warrensburg, Missouri***Responsibilities:**

Utilized problem-solving, organizational and interpersonal skills to manage multiple tasks simultaneously, assist with events and outreach activities and collaborate effectively with other volunteers on various projects.

**Kaneshie Polyclinic****AUG 2021 – SEP 2022****COVID-19 Data Entry Volunteer***Accra, Ghana***Responsibilities:**

Helped develop protocols to safely store physical documents during the COVID pandemic while keeping accurate data records and preparing clear, detailed reports to support management decisions.