

JULIET ASIEDU

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SUMMARY

A dedicated Registered Midwife with a robust background in IT and intermediate proficiency in computer programming. Expertise encompasses advanced skills in Microsoft Office, coupled with a proven ability to swiftly adapt to new environments. Strong multitasking abilities and collaborative nature. With a commitment to continuous learning and a versatile skill set. Excellent in integrating technology with healthcare practices to enhance patient care and operational efficiency.

WORK EXPERIENCE

IT Personnel **June, 2017 - July, 2019**
KnackPlus Solutions Limited - Koforidua

- Managed the day-to-day operations of the company, ensuring smooth and efficient service delivery.
- Assisted customers with their IT needs, including the installation of Microsoft Windows versions and troubleshooting.
- Provided training and support on the use of Microsoft Office applications for document preparation.
- Guided clients on safe and effective web browsing practices, particularly with browsers like Google Chrome and Safari, for research purposes.

Secretary **January, 2019 - September, 2024**
Celebrants Incorporated

- Coordinated and organized meetings, ensuring smooth communication among members.
- Took accurate minutes and ensured they were distributed promptly to relevant stakeholders.
- Assisted in planning and executing charitable activities, including donation drives to schools, hospitals, and prisons.
- Acted as the primary point of contact for internal communication and coordination within the organization.

Content Strategy and Editorial Lead **February, 2025 - Present**
LichtWerk Publicity

- Expertise in content writing and editorial strategy.
- Developing engaging content strategies and digital marketing for businesses.
- Specialist in SEO, digital content trends, and audience engagement.
- Preparing budget proposals for clients.

EDUCATION

Diploma in Midwifery **August, 2019 - November, 2022**
Nursing and Midwifery Training College, Koforidua

- Specialization in Registered Midwifery.
- Thesis on "Respectful Maternity Care Among Midwives in the Eastern Regional Hospital, Koforidua".

Diploma in Midwifery
Kwame Nkrumah University of Science and Technology

August, 2019 - November, 2022

- Relevant coursework in Midwifery.

Diploma in Mental Health, Human Rights, and Recovery
World Health Organization (WHO) Quality Rights E-Training Course

April, 2021 - May, 2021

- Relevant coursework in Human Rights and Rehabilitation.

CERTIFICATIONS AND LICENSES

Registered Midwife

Nursing and Midwifery Council, Ghana

SKILL SET

- **Midwifery Expertise:** Comprehensive knowledge in prenatal, intrapartum, and postpartum care.
 - **IT Proficiency:** Strong skills in managing IT operations, including Windows installations and troubleshooting.
 - **Microsoft Office:** Advanced proficiency in Word, Excel, PowerPoint, and other Office applications.
 - **Computer Programming, Machine Learning & Artificial Intelligence:** Intermediate skills in programming and software development. Foundational knowledge in ML and AI concepts, with an interest in applying these technologies to healthcare.
 - **Adaptability, Team Collaboration and Multitasking:** Quick to learn and thrive in new environments. Effective at working within multidisciplinary teams to achieve goals. Ability to handle multiple tasks efficiently without compromising quality.
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LANGUAGES

- **English** - Advanced
 - **Twi** - Advanced
 - **Guan** - Intermediate
 - **Sign Language** - Beginner
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PROJECTS/ ACCOMPLISHMENTS

- **Certificate of Completion on The Concept of Infection Control**

American Nurses Association

Gained insight into best practices and strategies for infection control in healthcare settings.

- **Certificate of Completion on See You Now - Focus on Mental Health**

American Nurses Association

Completed a course focusing on the importance of mental health in nursing and patient care.

- **Certificate of Completion on Sustainable Diet**

United Nations Institute for Training and Research

Learned about the principles of sustainable diets and their impact on health and the environment.

- **Certificate of Completion on Gender and the Environment**

United Nations Institute for Training and Research

Explored the intersection of gender and environmental issues through an open online course.

- **Certificate of Achievement in Introduction to Fundraising**

Philanthropy University

Completed a course on fundraising techniques, strategies, and best practices.

- **Certificate of Completion in Digital Marketing, SEO, UI/UX Design, Web Development, and Internet Security**

Soronko Academy

Developed expertise in various aspects of digital marketing, including SEO, user experience design, web development, and internet security.

- **Certificate in Introductory Full Stack Web Development**

Soronko Academy

Gained foundational knowledge in web development, covering both front-end and back-end technologies.

- **Certificate in Introductory Artificial Intelligence**

Ghana Tech Lab

Acquired basic understanding of AI concepts and their applications in various fields.

- **Certificate of Completion in Introduction to Machine Learning and Internet of Things**

Edapt

Completed a course on the basics of Machine Learning and IoT, understanding their potential applications.

- **Certificate of Participation in SDG Youth Essay Competition**

Youth Employment Synergy & United Nations Development Program

Contributed to discussions on sustainable development goals through essay writing.

- **Certificate of Participation in Pan African Youth Essay Competition**

Youth for Tax Justice

Participated in an essay competition focused on the theme "Extractive Industries, Gender, and Inequalities in Africa."

EXTRACURRICULAR ACTIVITIES/ VOLUNTEER WORK

- **Member, Kofcity Konnect**

GhanaThink Foundation

- Actively involved in empowering youth through programs focused on entrepreneurship, volunteerism, self-reliance, and nation-building.
- Participated in mentorship events like Barcamp Koforidua, aimed at fostering leadership and development among young people.

- **Member, Celebrants Incorporated**

Koforidua, Eastern Region, Ghana

- Engaged in charitable activities, including organizing and participating in donations to schools, hospitals, and prisons.
 - Contributed to community support and development through various outreach programs.
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ADDITIONAL RESPONSIBILITIES

Social Media Management

Celebrants Incorporated

- Responsible for managing and curating content for the organization's social media platforms, increasing engagement and outreach.

REFERENCES

1. Mr. Reindorf Ntow

- Teacher, Ghana Senior High School, Koforidua
- President, Celebrants Incorporated, Koforidua
- Co-founder, KnackPlus Solutions Limited, Koforidua

Contact: +233241081034

2. Mrs. Doris Nana Ama Asiedu

- Pediatric Nurse, Eastern Regional Hospital, Koforidua

Contact: +233240222992

3. Mr. Isaac Kwadwo Gyateng

- Branch Operations Officer, Zoomlion Domestic Services, Suhum
- Media Production & Technical Lead, LichtWerk Publicity, Koforidua

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