

August 28, 2022.

Dear Sir/Madam,

It is great to hear that the Association of International Students (AIS) has openings that matches my credentials. In this regard, I am writing to inform of my interest in joining the AIS leadership. I hold both Bachelors and Masters in Economics from one of the best Universities in Africa, the Kwame Nkrumah University of Science and Technology (ranked #12 in Best Global Universities in Africa by U.S News and World Report). Also, I am currently pursuing Ms. Sustainability at the School of Technology, Eastern Illinois University (EIU).

In addition to my academic credentials, I have a wealth of professional experience ranging from banking to hospitality management. Notably, I have a year-long experience in compliance work from the Environmental Protection Agency (EPA), Ghana. At EPA, I liaised with the Environmental Health Unit of the Kumasi Metropolitan Assembly to ensure compliance of EPA Act 1994 (Act 490) of the Parliament of the Republic of Ghana. The period had a lot to do with planning and coordinating public events to educate stakeholders about the Act. Also, my time in the hospitality industry has helped me a great deal when it comes to human relations, recruitment, and many other financial tasks. In the hospitality industry, my core responsibilities as hotel manager were Filing of Tax returns (e.g Value Added, Tourism levy, National Health Insurance Levy, etc); Recruitment and training of front desk personnel; Ensuring regular maintenance work; Budgeting and maintaining financial records; and Handling customer complaints.

I have had enough time to review requirements for the advertised positions vis-à-vis my academic and professional credentials and find myself an appropriate candidate for the positions, Treasurer; Marketing/Funding Officer; Organizational officer; and Coordinator of Activities. I will be extremely delighted to join the AIS leadership.

Thanks for your attention.

Kindly see the attached resume for your perusal.

A handwritten signature in black ink, appearing to read 'Nana Owusu Duncan', with a stylized flourish at the end.

Sincerely,
Nana Owusu Duncan

NANA OWUSU DUNCAN (Mr.)
Email: nduncan@eiu.edu | Call or Text: (470) 493-9854

An experienced economist with appreciable academic and/ professional experience in Research, Banking, Environmental Policies, and Hospitality management.
Notable Skill Set: Leadership, Management, Communication and Mentorship.

WORK EXPERIENCE

CECI'S HOTEL **Obuasi, Ghana**
Manager **Jan. 2021 – July 2022**

- Superintended day-to-day activities and promoted overall efficiency: Filed Tax returns (e.g Value Added Tax, Tourism levy, National Health Insurance Levy); Recruited and trained front desk personnel; Ensured regular maintenance work; Maintained financial records; Handled guests' complaints.
- Initiated and supervised renovation of the entire 30-year old facility within 11 months.

ENVIRONMENTAL PROTECTION AGENCY (EPA) **Kumasi, Ghana**
Compliance Officer (National Service Personnel) **Sept. 2018 – July 2019**

- Liaised with the Environmental Health Unit of the Kumasi Metropolitan Assembly in order to ensure compliance with EPA Act 490 (1994).
- Submitted a comprehensive report on existing accommodation facilities (as at July 2019) in the Oforikrom Municipality (Kumasi) for future compliance duties.

GOLDEN PRIDE SAVINGS AND LOANS LTD. **Obuasi, Ghana**
Credit Department (Intern) **June 2017 – July 2017**

- Performed initial client assessment and analysis to determine credit worthiness.
- Supported senior officers in improving operations to deliver tiptop service.

ACADEMIC CREDENTIALS

EASTERN ILLINOIS UNIVERSITY **Charleston, Illinois**
Ms. Sustainable Energy **Aug 2022 (Currently Enrolled)**

KWAME NKURUMAH UNIVERSITY OF SCIENCE & TECH. (KNUST) **Kumasi, Ghana**
MSc. Economics (Money, Banking and Finance) **Aug 2019 – Feb 2021**

- Cumulative Grade: A; *GPA 3.84*
- Electives: Monetary Economics, Corporate Finance, and Risk Management.
- Received special training in Data Analysis and Scientific Writing with STATA.
- *Dissertation: Financial Inclusion and Household Welfare in Ghana.*

KWAME NKURUMAH UNIVERSITY OF SCIENCE & TECH. **Kumasi, Ghana**
Bachelor of Arts (Economics) **Sept 2013 – June 2018**

- Electives: Environmental and Resource Economics and Health Economics.
- *Dissertation: Factors that Influence Students' Preference for Hostels on KNUST campus and its environs.*