

# Nhyira Sackey

## GRADUATE TECHNICAL COMMUNICATION STUDENT/

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### Objective

Technical Communication student from Missouri S&T seeking a dynamic internship that fosters professional growth and leadership development.

### Education

<b>Missouri University of Science and Technology</b> MSc Technical Communication	<b>2024-2026</b> GPA:4.0/4.0
<b>Kwame Nkrumah University of Science and Technology (Kumasi, Ghana)</b> BA History	<b>2016-2020</b> CWA:62.71
<b>Kofi Annan Center for Excellence in ICT (Glovo Women in Tech Program)</b> Data Analytics in Power BI	<b>Sep 2023</b>

### Experience

<b>Walgreens Boots Alliance</b>	<b>2025 May-2025 Aug</b>
<b>Community Management Intern</b> <ul style="list-style-type: none"><li>• Researched and synthesized data to guide strategic initiatives</li><li>• Collaborated cross-functionally to resolve complex issues and align project goals.</li><li>• Analyzed findings to support management decision-making and improve reporting.</li><li>• Facilitated stakeholder communication and coordination</li></ul>	
<b>Missouri S&amp;T</b>	<b>2024 Sep- Present</b>
<b>Graduate Teaching Assistant</b> <ul style="list-style-type: none"><li>• Conduct lectures, manage class activities, and provide student support.</li><li>• Assist faculty in research, data collection, and analysis.</li><li>• Develop and maintain communication-driven course materials</li></ul>	

**Adzepa EPC Ltd (Boumnyebel, Cameroon)**

**2024 Jan - 2024 May**

**Project HR & Admin Officer**

- Facilitated employee relations and ensured compliance with labor laws.
- Coordinated training programs, creating instructional and safety materials.
- Supervised payroll and managed HR records for project teams.

**Peer Counseling Head, Tribe Africa Foundation (Accra, Ghana)**

**March 2023-Present**

- Lead a team of peer counselors to provide support and training.
- Conduct counseling sessions and document case notes
- Organize mental health programs and create informational material

**Human Resource Officer, Ame-Saki Engineering (Tarkwa, Ghana).**

**Jan 2022- Dec 2023**

- Conducted performance evaluations and implemented employee safety procedures.
- Coordinated HR documentation, compliance, and workforce management.
- Strengthened employee engagement by facilitating relations between staff and leadership.

**Human Resource Officer, Adamus Resources Limited (Nzema, Ghana).**

**Sep 2020 – Aug 2021**

- Administered compensation and benefits, and managed safety programs.
- Conducted interviews, advertised job openings, and supported onboarding.
- Oversaw performance management systems and labor compliance.
- Assigned job activities to employees.

**Commercial Retail Intern, Airtel Tigo (Accra, Ghana).**

**Jul 2019 – Sep 2019**

- Performed customer surveys and increased sales.
- Created and managed office systems for documentation.
- Completed projects like Airtel Tigo fuse bundle and midnight bundles
- Identified customer needs and recommended products.

**Production Assistant Intern, Ghana Broadcasting (Accra, Ghana).**

**July 2018 – Sep 2018**

- Produced dramas and documentaries
- Reviewed content and educational programs, offering suggestions.
- Maintained production facilities

## Projects

NPS Customer Experience & Business Shrink Project – Walgreens	<b>Aug 2025</b>
Employee Safety & Compliance Documentation – Adzepa EPC Ltd	<b>May 2024</b>
Workforce Management Projects – Ame-Saki Engineering & Adamus Resources Ltd	<b>Aug 2020–2023</b>

## Skills & abilities

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- Strategic Communication & Stakeholder Engagement
- Market Research & Due Diligence Support
- Data Analysis & Financial Modeling (Power BI)
- Project Management & Cross-Functional Coordination
- Technical Reporting & Executive Briefing Development