



EMMANUEL BOATENG

📍 6 Hatcher Street

St. John, Newfoundland, ON A1B1Z2 📞 709-853-6983 ✉ bemmanuel2664@yahoo.com

PROFESSIONAL SUMMARY

Detail-oriented team player with strong organizational skills. Seeking for Part-time/Full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Organized and diligent with excellent written, oral, and interpersonal communication skills. Ability to work under pressure and handle multiple projects simultaneously with a high degree of accuracy.

SKILLS

- Quality Control
- Knowledge of Quality Systems
- Systems Analysis
- Customer Satisfaction
- Maintaining Clean Work Areas
- Employee Training
- Process Improvement Initiatives
- Employee Supervision
- Visual Inspection
- Team Oriented
- Data Analysis
- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint

WORK HISTORY

QUALITY ASSURANCE SUPPORT

02/2023 to 09/2023

Arla Foods Canada | Concord, ON

- Monitored staff organization and suggested improvements to daily functionality.
- Recorded, analyzed, and distributed statistical information.
- Implemented new quality assurance and customer service standards.
- Inspected products and worker progress throughout production.
- Assured consistent quality of production by implementing and enforcing automated practice systems.
- Evaluated interactions between associates and customers to assess personnel performance and implement strategies for customer satisfaction improvement.
- Prepared and collected production reports.
- Estimated financial requirements of new projects.
- Scheduled and chaired quality review meetings to review effectiveness of performance mitigating risk, improving throughput, and achieving customer satisfaction.

WAREHOUSE CLEANER

ODIKE VENTURES

- Cleaning and packaging of goods and tools.

EDUCATION

Bachelor of Education | Mathematics and Science Teaching

06/2015

University of Education, Winneba, Ghana

Secondary Education

06/2009

Wesley Teacher Training College, Kumasi, Ghana

High School Diploma

06/2001

Adventist Day Senior Secondary School, Kumasi, Ghana

REFERENCE UPON REQUEST