

# HERBERT KOJO DONKOR

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## PERSONAL PROFILE

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I am a determined and driven person, always striving for results. My main focus is personal growth and I pursue new challenges that allow me to fine-tune my project management skills for my professional development. I work well with others and demonstrate a keen ability to learn and adapt to my work environment. I am eager to contribute significantly to your organization and make a difference.

## EDUCATION

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**Bachelor of Science (Honours) in Project Management** 2021 – 2024

Ghana Institute of Management and Public Administration (GIMPA)

**Diploma in Management Studies** 2019 – 2021

Ghana Institute of Management and Public Administration (GIMPA)

## WORK EXPERIENCE

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**Project Associate** Aug 2023 – Mar 2024

Pan-African Business Developers (PABD)

- Designed a concept note on the “Children in Climate Action (CiCA)” project to raise awareness on climate change to over 2,500 schoolchildren in selected climate-affected communities within parts of Greater Accra.
- Drafted a research proposal paper on the effects of climate change and environmental degradation on schoolchildren located in selected coastal and mining communities within Ghana.
- Delivered 200+ letters of proposal and engaged with potential clients for project funding and collaboration on Corporate Social Responsibility (CSR) projects.

**Intern** Jul 2023 – Aug 2023

Forestry Commission Ghana

- Assisted Forest Area Managers to draft and review the Management Plan of the PrawPraw Forest Reserve.
- Assisted management to review the M&E Results Framework Report on the Ghana Landscape Restoration and Small-Scale Mining Project (GLRSSP) funded by the World Bank.
- Enter records of over 400 sanctioned permits including entry permits, salvage permits, auction permits, extension permits and weekend permits issued to contractors.

## LEADERSHIP EXPERIENCE

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**Projects and Assets Committee Member, GIMPA SRC** Oct 2023 – May 2024

- Keep proper records of all assets and projects of the GIMPA SRC.
- Proposed the construction of the SRC “Pergola” sheds for students to study.
- Proposed the purchase of the SRC “TRISHUTTLE” to convey students around campus.

## VOLUNTEER ACTIVITIES

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- Serve as a member of PMI-GHANA GIMPA Students’ Club where I took active part in the donation of medical supplies, renovation and handing over of the newly refurbished maternity ward of the Achimota Hospital to its current administration. (April 20<sup>th</sup>, 2024)

- Served in the Organizing Committee of the Department of Management Science, GIMPA Business School, to host a Pan-African Lecture delivered by the esteemed Professor Douglas Boateng on the topic: Strategic Sourcing Industrialization and AfCFTA. (27<sup>th</sup> September, 2022)

#### **SKILLS AND INTERESTS**

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- Proficiency in Microsoft Office Suite: Word, PowerPoint, Excel, Project
- Research Skills - Proficiency in SPSS Software | Mendeley Reference Manager
- Cataloguing Skills – KOHA Library Software