

Selasi Kofi Adjorlolo

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CAREER OBJECTIVES

I am eager to apply both my academic knowledge/skills and useful life experiences in a dynamic and challenging work environment. My goal is to continuously learn and grow in my chosen field while providing value by contributing my expertise and leadership skills to the team and gaining hands on experience. I plan to continually develop professionally while making a positive impact within the organization contributing to its immediate and long-term successes.

WORK EXPERIENCE

Ghana School of Law

Oct. 2024 – Oct. 2025

Procurement officer (National Service)

- Identified cost-saving opportunities by analyzing spending patterns and negotiating favorable terms with suppliers
- Prepared **detailed reports and presentations** on procurement activities for school management, ensuring transparency and accountability.
- Assisted in drafting, reviewing, and monitoring supplier contracts to ensure compliance with university policies and legal requirements.
- Maintained an up-to-date contract database, reducing risks of expired agreements and ensuring continuity of services.
- Implemented an **efficient inventory tracking system**, reducing stock discrepancies and minimizing waste.
- Obtained and compared multiple supplier quotes to secure cost-effective and high-quality goods/services.
- Evaluated suppliers based on **quality, pricing, reliability, and delivery performance**, leading to long-term partnerships with trusted vendors.
- Ensured **on-time delivery** of critical supplies (e.g., academic materials, IT hardware) by coordinating with vendors and internal stakeholders.

- Streamlined the procurement-to-delivery process, minimizing delays and disruptions to academic operations.
- Consolidated purchases to leverage bulk-buying discounts, reducing procurement costs by **9%**

Datamaker

Jan. 2023 – Sep. 2024

Data labelling Specialist

- Established a multi-tier review system (labeler → reviewer → QA) to minimize labelling errors.
- Reduced rework by **50%** through proactive error detection and feedback loops.
- Conducted training sessions for new labelers to accelerate onboarding and maintain high-quality outputs
- Collaborated with data engineers to optimize dataset preprocessing, reducing idle time between labeling tasks
- Tracked key metrics (e.g., labels per hour, accuracy rates) to measure productivity gains.
- Provided actionable insights to management, leading to process refinements and resource allocation improvements.

Ghana Tourism Authority

Nov. 2022 – Dec. 2022

Intern

- Assisted in analyzing profit boosting strategies with Regional Director and investigated companies that had defaulted on annual fees and payments. Analysis brought in another 3% of profit after the pursuit of these companies.
- Consolidated excel functions into a single macro for accurate data analysis; macro pulled from historical data, factored in projected variance, and separated output into individual.
- Assisted in restructuring office equipment and resources, boosting office morale and work proficiency.
- Delivered on average 4 meals and coffees a day with **100%** accuracy on all orders for a month.

LEADERSHIP EXPERIENCE

SRC Executive, Achimota Senior High School, 2019 – 2020 Academic Year

- Coordinated various events such as sports tournaments, talent shows and cultural festivals alongside successful fundraising activities to support the events and school improvement projects which encouraged student participation, enhanced overall student experience, and raised significant funds which were reinvested into school facilities.
- Established a peer mentorship program where gifted and academically competent students were paired with first year students to provide academic support, guidance and a smoother transition into high school which led to improved academic performance of first years and a stronger sense of bond and community between the school and students.

Planning and Projects Committee member: African Union Hall (University of Ghana)

- Contributed to successful planning and execution of events for the benefit of the entire hall populace.
- Regularly held meetings with Hall Administration to discuss and address student concerns including academic policies, extracurricular activities, and campus safety.

EDUCATION

University Of Ghana, Legon | GPA: 3.11/4.0

2021 – 2024 | *Accra, Legon*

Bachelor Of Arts in Political Science (Major): University of Ghana, Legon – Accra, Ghana.

Bachelor Of Arts in Adult Education (Minor): University of Ghana, Legon – Accra, Ghana.

ACCOMPLISHMENTS

- Served as a course Representative for a year assisting with student grievances and boosting overall student productivity by **15%**
- Established a series of peer-led study groups, facilitating collaborative learning and providing additional academic support, which resulted in a significant increase in overall class performance and engagement.
- Implemented a structured feedback system where students could anonymously provide suggestions and concerns about the course, leading to meaningful improvements in teaching methods, course materials and overall student satisfaction.

ADVOCACY & SERVICE

AFS Club: Secretary

- Organized and scheduled club meetings, ensuring optimal attendance and participation.
- Assisted in coordinating successful club events (e.g., cultural exchanges, fundraisers, guest speaker sessions).
- Increased member participation and event success rates through proactive coordination.
- Strengthened the club's reputation as a well-managed and active organization.

SKILLS

- Strategic Planning, Leadership Communication
- Technical Writing and Research
- Quality Assurance tracking and management
- Maintenance schedule planning and supervision
- Copywriting
- Proficient with Microsoft Office: Excel, PowerPoint, Word

CERTIFICATIONS & INTERESTS

- **Certifications:** Data Labeling Specialist
- **Technologies:** CRM systems, Google Workspace
- **Interests:** TED Talks, Coding, Avid reader especially poetry and non-fiction books
- **Languages:** English