

## KUSI ACHEAMPONG RICHARD

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### EDUCATION

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KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY    **KUMASI, ASHANTI REGION**

*Bachelor of Science in Environmental Science*  
**2022**

*August 2018- November*

Academic Standing: Second Class (Upper Division)

Supervisor: Prof. I. K. Tetteh

Relevant Courses: Fundamentals of Entrepreneurship , Systems thinking and Stakeholder Analysis, Project Analysis and Resource Evaluation, Environmental and Resource Economy, Environmental Management, Communication Skills, Introduction to computers, Principles of Management, Fundamentals of Planning, Literature in English , Rural Sociology and Urban Development, Environmental Law, Experimental Data Analysis, Climatology and Biogeography, Scientific Research and Communication, Design of Experiments.

### PROJECTS

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Group Project on Mitigation of Phosphate Pollution from Detergents in the surface of Wiwi River (Final Year Project) March, 2022

### WORK EXPERIENCE

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**JUSKISS PUB AND RESTAURANT**  
**REGION**

**KUMASI, ASHANTI-**

**BAR ATTENDANT**

*JUNE, 2018–AUGUST 2018*

- Prepared and served drinks to customers at the pub, ensuring prompt and friendly service.
- Managed customer orders, ensuring accuracy and satisfaction with every transaction.
- Set up tables, restocked fridges, and replenished snacks to maintain a well-organized and inviting atmosphere.

**B3B Printing Solutions****KUMASI, ASHANTI-REGION****Administrator***November 2021*

- Addressed customer inquiries and resolved issues promptly, ensuring high levels of customer satisfaction.
- Managed email accounts, responded to queries, and provided timely solutions to customer concerns.
- Developed strong communication skills through effective interaction with customers and colleagues.
- Enhanced typing skills by preparing letters and documents for students and individuals with limited computer literacy.
- Provided administrative support to the team, including data entry, filing, and organizing documents.
- Ensured accuracy and attention to detail in all administrative task.

**Environmental Protection Agency Ghana****KUMASI, ASHANTI-REGION****Administrator***October, 2022-November 2023*

- Supported proponents in completing pesticides and agrochemicals checklists and EA1 forms, ensuring accurate and timely submissions.
- Collaborated with Environmental Officers to conduct compliance monitoring visits, inspections, and education sessions for pesticides and agrochemicals enterprises.
- Proactively contacted pesticides and agrochemicals operators to remind them to renew permits before expiration, using phone calls and email communications to facilitate timely renewals.
- Assisted in maintaining compliance records, documentation, and correspondence related to regulatory requirements.
- Contributed to the overall efficiency of administrative processes and operations within the environmental services team.

**Environmental Protection Agency Ghana****KUMASI, ASHANTI-REGION****Graduate Intern***January 2024 – Now*

- Organize educational training programs with the environmental officers for institutions such as churches, schools, hospitals on the need of making our environment clean and protected.
- Educating proponents on the need of meeting the required environmental standards set for each type of work they are operating.
- Together with the environmental officers embark on compliance monitoring visits, inspections and education sessions for pesticides and agro chemicals enterprises.

- Educating the general public on the risks involved in building and construction on wetland areas.
- Through the world bank forest restoration program we educated farmers at the rural areas on the need to ensure effective forest preservation measures to restore all lost and depleted forest.
- Supported proponents in completing pesticides and agrochemicals checklist and EA1 forms at the Agency.

## **LEADERSHIP EXPERIENCE**

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### **Financial Secretary**

**October 2021- 2022**

- Drafted and managed the association's budget for the academic year, ensuring accurate allocation of funds and adherence to financial guidelines.
- Collaborated with team members to plan and execute welfare programs for members, including social events and educational workshops.
- Provided detailed financial briefings to student executives, presenting key information on the association's finances to support decision-making processes.

### **MEMBER OF THE SCISSA SENATE, KNUST 2022**

**October 2021-**

- Provide valuable suggestions and recommendations to the college senate for improvements across academics, research and development, and administration.
- Review and assess broad policies and programs of the college, proposing measures for enhancement and efficiency.
- Present detailed briefings to the college senate on the budget and expenditures of the Environmental Science Department, ensuring transparency and accountability.
- Led initiatives to streamline administrative processes, resulting in a 15% increase in operational efficiency.
- Implemented cost-saving measures that contributed to a 10% reduction in departmental expenditures while maintaining high-quality services.
- Developed and executed strategic plans that improved student engagement and satisfaction within the college.

### **Electoral Commissioner 2021**

**December 2020-**

- Organized and facilitated the association's inaugural elections, coordinating logistics and ensuring compliance with election procedures.
- Implemented strategies to promote transparency and fairness in the electoral process, fostering trust and confidence among members.
- Managed administrative tasks related to the election, including candidate vetting, ballot distribution, and result tabulation.
- Led efforts to ensure a smooth transition of executive leadership, facilitating orientation sessions and providing necessary support to incoming executives.

### **Head of communications Department**

**May 2021-2023**

Youth Church, Seventh-day Adventist Church, Medoma

- Oversee and coordinate smooth online church services, ensuring seamless technical operation and engaging user experience.
- Create visually appealing PowerPoint slides for church services, incorporating multimedia elements and relevant content to enhance presentations.
- Design flyers and promotional materials for church programs and activities, maintaining consistent branding and messaging across all communications.
- Collaborate with church leadership and volunteers to schedule and organize events, ensuring timely execution and efficient resource allocation.
- Manage administrative tasks such as calendar management, correspondence, and documentation, supporting the day-to-day operations of the church office.

## **AWARDS**

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Second Best General Science Student, Adventist Senior High, Bekwai **2018-2019**

### **Student Mentor**

**June 2019-August 2022**

- Environmental Science Students' Association, Kwame Nkrumah University of Science and Technology
- Shared information with five freshmen about their career paths.
- Provided guidance to freshmen on the program they have been enrolled in and how to handle the challenges.

## **VOLUNTEER ACTIVITIES**

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Participated in Kwabre East Municipal Students' Association peace campaign prior to the 2020 general elections in Ghana

**December 2020**

Volunteer at The Green Alliance Initiative Ghana (GAIN Ghana), a non-profit environment conscious group which organizes public buy-backs of plastic wastes,

**July 2023**

## **TECHNICAL SKILLS**

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Computer skills- Proficient in Microsoft word, Microsoft excel

## **REFERENCES**

### **Dr. Kodwo Miezah**

Senior Lecturer

Department of Environmental Science

Kwame Nkrumah University of Science and Technology, Kumasi-Ghana

Email: [komieza@yahoo.com](mailto:komieza@yahoo.com)

Relationship: Academic Advisor

### **Prof. F. Fei Baffoe**

Professor

Department of Environmental Science

Kwame Nkrumah University of Science and Technology

Email: [bfei-baffoe.cos@knust.edu.gh](mailto:bfei-baffoe.cos@knust.edu.gh)

Relationship: Academic Advisor