

Olav M TroviksVei 8

0864 Oslo, Norway

The General Secretary

International Students Union Norway

Dear/Madam

Application for the Position of the Union Development Officer

With the experience gain from the various leadership positions I have had over the past years gives me the confidence to apply for the position of the union development officer. I have had experience as a Church leader for two years, one year International Student Representative in China and a Treasurer for International Seventh-Day Adventist fellowship for a year and currently the president of International Students Union MF, Norway.

With the experiences obtained from these variouspositions for the past five years makes me eligible and stand out for the position. If am given the nod, I will use my past experience to help enhance ISU as a whole, I have a unique working relationship with people from diverse background due to my encounter with the people I worked with in my previous leadership positions.

I resume the position of the president in my local branch when I was just one month old in my university and until now I have made a massive progress, such as ensuring a collaboration between the student council and the international student office. Aside that I have been able to acquire an office space for the local branch which was recently furnished and as well as making an ISU poster for the branch. I have the student'swarfare at heart and would love to see ISU in all branches to flourish in all that they do in order to create awareness of international students in Norway. With this, I try as much as possible to attend the programs of other local branches and collaboratively hold programs together which I recently had with UIO which wouldn't be the first and the last.

If am given the chance to serve in this position, I will help with whatever I have to ensure that the voice of ISU is heard and that local board members receive the necessary tools needed to operate smoothly.

It is with this aim that I wish to apply for this position, I love, am kind and I serve people since that is the work of a Pastor.

Thank you.

Sincerely yours,

Brown Michael Ampiah

President ISU MF

Name: Brown Michael Ampiah

Institution: MF School of Theology

Program: Master's in history of Religion

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Oslo0864, Norway.

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Date of Birth: 3<sup>rd</sup> August, 1984

Marital Status: Single

### **Personal Statement**

Effective personal communication skills with emphasis on the clear and concise work with the documentation and instructions. Experience in business research and in the social sciences as well as internal affairs.

Ability to organize, prioritize and work both- independently and in team, analytical and solution oriented

Dynamic and goal –oriented business administrator with a genuine passion for excellence and work- rounded background in supporting a progressive organisation for optimizing performance and growth.

Working experience in Ghana, Norway and china provided me with the opportunity to work in a high –pressure, team environment, to be work closely with my colleagues to meet deadlines and to develop my interpersonal skills and technical knowledge.

### **Education Background**

#### **2017-2019**

Master’s Degree, (History of Religion) Det Teologiske Menighetsfakultet. Oslo, Norway.

#### **2015-2017**

Master’s Degree, (Business Administration) Institute of Technology Harbin, China

#### **Relevant Coursework:**

**Thesis:**A Research on The Financial Management Models of Chinese Overseas Subsidiaries in Ghana.



**2007- 2010**

Bachelor of Arts, (Theological Studies) Valley View University, Ghana

**Relevant Coursework:** Computer Application (spread sheet, database and power point presentation), Micro-finance and Proposal writing, Ethics, Sociology, Leadership and Management Studies, Collage algebra, Communication skills and Research methods

**Relevant Coursework:**

**Thesis:**The View of Seventh – Day Adventist Church members on The Use of Jewelry: A Case Study of Valley View University.

**2002- 2005**

Senior Secondary Certificate Examination: Kumasi High School

**Relevant Coursework:**Business Management, Costing, Economics, and Accounting

**1997-2000**

Basic Education Examination Certificate: SDA Preparatory Junior High School Effiduasi

**Leadership/Professional Experience**

**2017-present President of International Student Union (ISU)**

Det Teologiske Menighetsfakultet. Oslo, Norway.

- Works with the Social Officer to organize social activities
- Facilitates Board meetings and responsible for the day-to-day business
- Represents ISU at various forum and is a member of the ISU National Assembly
- Communicates with Student Parliament and the MF administration on issues of student concern
- Responsible for writing regular activity reports to local and national bodies
- Endorses financial decisions for authenticity
- Signs off on minutes of Board meetings
- Responsible for accurate hand-over of financial and activity reports to the next Board



**2016-2017 President International Student Association  
Harbin Institute of Technology, China**

**Duties**

- Represent the international body in quarterly meetings held by the international office
- Channel information between the international office and the internal student body
- Organise and writes agenda for a meeting
- Organises programmes for the international students.

**2016-2017 Treasurer, International Adventist Fellowship  
Harbin, China.**

**Duties:**

- Collection of dues
- Disbursement of funds
- Managing the fellowship's account
- Advise the fellowship on the use of funds

**2013-2015 Church Pastor Seventh-Day Adventist church East Legon Accra, Ghana.**

**Duties:**

- Chairing board meetings
- Attending executive meetings
- Holding conferences
- Preaching and Teaching the Bible

**Work Experience**

**Date: November 2012 – 2015**

**Place: (Ministry of Information Ghana) Information Services Department**

**Position: Assistant Information Officer**

**Major Duties & Responsibilities**

- Write special, monthly, quarterly and annual reports of region to the head office
- Edit daily reports and articles by journalists before submission to the head office
- Organise meetings of all staff in the districts that make up the region
- Approve leave days of staff, reply all incoming mails to the Regional Office, supervising and checking staff attendance.



- Represent the Regional Information Officer on committee meetings at the regional level and offer professional advice and other official duties assigned by the Regional Information Officer

**October 2011 – August 2012 (National Service)**

**(Adenta Municipal Assembly Accra, Ghana) Information Services Department**

**Duties & Responsibilities**

- Calculating and sorting claims
- Capturing claims
- Receiving, calculating and recording revenue

**April 2009 – July 2011 (Part Time Work)**

Sales Representative Trident and Associates

- Receiving and making orders
- Advertisement of products
- Soliciting for liable business partners

**June – September 2008 (Internship)**

**Tafo SDA Church/ School.**

- Receiving and sending invoices for payment
- Filing documents
- Receiving and registering vouchers
- Performing day to day activities of the school

**Skills and Capabilities**

- Ability to work for long hours.
- Good team player.
- Excellent communication and listening skills



- Excellent PowerPoint presentation skills

**Referees**

Mr. kofiOkofoDartey  
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