
INTRODUCTION

Self-starter, innovator, and team player now seeking new opportunities to mobilize skills as diverse as research, sales, and training to forward the goals of my employer, customers, and possibly the world beyond.

EDUCATION

Ph.D. Land Resources *University of Wisconsin-Madison ; 1991*
CONCENTRATION: **Natural Resource Policy, Planning, and Administration**

RELEVANT COURSES

- Environmental Conservation – Resource Policy Analysis – Environmental Systems Methods
- Urban and Regional Development Planning and Finance – Capital Improvement & Budgeting

MLS Library Science *University of Wisconsin-Madison; 1994*

MA Public Policy and Administration *University of Wisconsin-Madison; 1983*
CONCENTRATION: **Development Planning and Administration**

RELEVANT COURSES

- Development Planning & Administration – Public Finance in Less Developed Countries
- Comparative Public Administration –Planning Methods and Analysis

BA Geography & Sociology *University of Ghana-Legon; 1977*
CONCENTRATION: **Rural Resource Development and Population Studies**

RESEARCH, CONSULTING & OTHER WORK

Import Business, Madison, WI
Sole Developer & Owner, 1990 - Present

- Import goods from Africa and market them through several media in the U.S.
- Negotiate promotional contracts to exhibit wares at several trade shows and professional conventions including the Milwaukee World Festival (6 years), Milwaukee African World Festival (8 years), Wisconsin Association of Black State Employees, and the Madison Civic Center International Holiday Festival.
- Conduct market research to unveil new markets and products.
- Establish ongoing business relationships and contacts with many professional organizations, groups, and individual clients.
- Carry out my own book-keeping with professional help.

University of Wisconsin Mathematics Library, Madison, WI
Assistant Director, April 1999 - Present

- Hire, train, schedule, and delegate duties to the nine hourly and work study student workers who comprise the library's working staff.
- Oversee day-to-day operations including receiving, processing for cataloging, binding, and shelving of new books and materials as well as circulation and user services.
- Solicit and act on faculty recommendations for acquisitions, organize reserve materials each semester, and prepare/distribute monthly acquisitions reports to department's faculty and graduate students.
- Participate in the University Library System Policy and Planning Group meetings, and take the day-to-day lead in implementing campus-wide as well as Mathematics Library policies.

UW Mathematics Library (cont.)

ADDITIONAL PROJECT RESPONSIBILITIES

- Temporarily, performed many of the Director's recurring functions during her semester-long maternity leave, including budget tracking, policy formulation, and procedures development.
- Researched, evaluated, and presented alternatives for increasing the capacity of the library's stacks.
- Coordinated our library's implementation of campus-wide policy changes in areas such as renewals, returns, and inter-library requests that were made possible by full internet accessibility.

Lutheran Social Services, Madison, WI
Community Integration Specialist, December 1998 - April 1999

- Developed / coordinated programming at an intensive social club serving chronically mentally ill and chemically addicted clients.
- Scheduled, motivated participation, and led support & discussion groups and recreational activities.
- Managed meal preparation, oversaw building maintenance, and delegated related tasks to participants.

Wisconsin Physicians Services Corp. (WPS), Madison, WI
Claims Processor, 1994 - 1998

- Received, sorted, and filed claims both in print and on computer tapes.
- Retrieved claims and cashed checks for processing.

UW-Madison, General Library System, Madison, WI
Library Services Assistant, 1982 - 1993

- Organized and shelved books, entered data, assigned barcodes, and created item records.
- Created and updated NOTIS and OCLC databases and did on-line searches for patrons.
- Issued library cards to patrons and assessed library fines.
- Served at the public service desk answering questions and directing patrons.

Ministry of Finance & Economic Planning, Ghana/U.S. Agency for International Development, Ghana
Trainer/Consultant, 1979 - 1982

- Designed, presented, and evaluated training modules.
- Trained about 40 district and regional government agencies staff at each management seminar.
- Organized about 40 seminars and follow-up sessions over two and a half years.
- Taught development planning, local government administration, resource management, team building, communication, and budgeting.
- Consulted with government and non-governmental community development organizations.
- Dealt with management problem identification / resolution and project identification / execution.
- Led local administrations to undertake self-help projects.
- Wrote quarterly regional reports on training and planning activities.

Ghana National Reconstruction Corps, Accra, Ghana
Assistant Research Officer, 1977

- Organized the setup of the national office and recruited / interviewed regional and district staff.
- Helped identify training needs for school leavers receiving training for work in this organization.

Ministry of Finance and Economic Planning Tamale, Ghana
Summer Intern Research Assistant, 1976

- Researched / wrote a comprehensive report on Tamale City, the industrial hub of Northern Ghana.

ORGANIZATIONS

Wisconsin Library Association African Association of Madison

INTERESTS

Soccer Running Swimming

References provided upon readers' request