Ewurafua Assan

ewurafua\_A@ymail.com | 0201964567

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WORK EXPERIENCE**

Blog writer (January 2024-Present)

FreshFind, Toronto, Canada

* Conducted in-depth research on relevant topics related to fresh and sustainable living.
* Brainstormed new content ideas, proofread and edited articles to ensure accuracy, clarity and consistency.
* Optimized blog articles for SEO, incorporating keywords and best practices.
* Monitored and responded to comments and feedback from readers.

Caterer (January 2023- December 2023)

Mabees Restaurant, Tema, Ghana

• Prepped food for the entire week and did grocery shopping.

• Cooked breakfast, lunch and dinner takeout for hospital workers and guests.

Food Blogger (December 2018 – present)

* Designed own website, took food pictures and did the videography for recipe tutorials.
* Updated thefoodybean.com with delicious recipes weekly.
* Have a following/ subscribers of over 23,000 people.
* Published two catering ebooks*: Cozy Delights* and *The Cocktail Pit.*

Sous Chef (June 2017-August 2017)

Kennedy House, North York, Canada

• Prepared food for lunch and dinner menus to serve 30-40 people

• Responsible for keeping an eye out for problems that arise in the kitchen, and

provided a high level of support to the head chef with food storage and handling,

presentation and recipe ideas.

• Ensured the workspace was sanitized to the Toronto Food Safety and Health Standards.

HVAC Sales Manager (June 2016-September 2016)

Canadian Home Efficiency Services, Etobicoke, Canada

• Ensured adherence to current HVAC product pricing, technologies, and services

through communication and regular sales meetings.

• Closed sales from leads generated by new sales agents who were unable to do so by themselves.

• Responsible for resigning faulty paperwork, and conflicts with rental contract details.

HVAC Sales Manager (February 2016-June 2016)

Utility Savings Corporation, North York, Canada

• Earned the highest recorded weekly sales ever in the company in April 2016 with a HVAC sales portfolio worth approximately $50,000 in revenue.

• Trained new employees on company policies and procedures.

• Assessed the strengths and weaknesses of my sales agents, and made sure their daily sales goals were met.

Sales Agent (October 2014-January 2016)

Ontario Consumers Home Services, North York, Canada

• Earned best sales agent of the week award in November 2014.

• Initiated relationships from scratch in the assigned market segment, for our expanding HVAC, air and water purifying systems, and rental programs.

• Accurately handled paperwork for Energy Star upgrades on inefficient HVAC appliances to improve energy bills in households across the Greater Toronto Area

(GTA) and Ottawa.

**SKILLS**

Good sales expertise

Customer oriented

Good communication skills

Good interpersonal skills

A team player

Leadership skills

Analytical and problem solving skills

Ability to meet deadlines

Ready to learn new skills

**EDUCATION AND TRAINING**

* Bachelor’s Degree in Business Administration (November 2019– June 2023)

University of the People, United States

* Certificate in Digital Photography (2021)

Cornell University, United States

* Certificate in Digital Marketing (2021)

University of Cape Town, South Africa

* Diploma

International Baccalaureate (IB) Program (August 2010– May 2012)

Tema International School, Ghana