

STELLA KORLEKI APENKRO

PERSONAL INFORMATION

Date of birth: 14th January, 1988 Nationality: Ghanaian Marital status: Married
Languages: English, Dangme, Ga, Twi

CAREER OBJECTIVE

To enroll in a PhD program with concentration in Law, Crime and Deviance, to prepare me for a teaching and a research-based career (Professor of Sociology) as well as contribute my quota to tackling the various social problems facing our world which have latent sociological causes.

EDUCATION

MA APPLIED SOCIOLOGY 2015-2017 at Northern Arizona University

Courses studied include: Applied Sociological Theories, Criminology Theory, Research Methods, Race and Ethnic Relations, Qualitative Research Methods, Statistical Research Methods, Demography, Gender and White Collar Crimes (Independent Study), Social Change: The Criminal Justice System of Ghana (Independent Study).

BA SOCIOLOGY2008-2012 with Religions as minor at University of Ghana. Graduated in March 2013.

Courses studied include: Principles of Social Organization, Diversity of Peoples Cultures, Basic Concept in Sociology, Traditional Ghanaian Social Institution, Social Structure of Modern Ghana, Foundation of Social Theory, Social Psychology, Research Methods, Urban Sociology, Perspectives in Social Theory, Groups Organizations and The Individual, Quantitative Methods in Social Research, Population Studies, Social Anthropology, Theories of Social Development, Industrial Sociology, Gender Studies, Globalization and Society, Sociology of Law, Societies and Cultures of Africa, The Concept of Development and Underdevelopment and Penology.

OTHER QUALIFICATION

Institute for Commercial Management (ICM).....June 2009- Sept 2009 Diploma in Human Resource Management

West African Senior Secondary School Certificate (WASSCE).....Sept 2001-Aug 2004 @ Labone Senior High School, Accra- Ghana
Language, English, Mathematics, Social Studies
Subjects studied include: Literature, History, Ghanaian Integrated Science &

TEACHING EXPERIENCE

Graduate Teaching Assistant [August 2015-May 2017]
Course Name: Introduction to Sociology
Northern Arizona University, Arizona- United States of America

- Teach or lead discussions on event the lecturer may not be available to take the class.
- Re-opening missed quizzes or exams for students.
- Holding regular office hours to explain any topic/aspect of the course that students may be having challenges with.

Sixth Grade Teacher [September 2012-Aug 2013]

Course Names- English, Mathematics, General Science, Social Studies and Religious and Moral Education

West Ridge International School, Kasoa - Ghana

- Prepare materials and classroom for class activities.
- Evaluate students' performance and behavior.
- Establish and enforce rules for behavior, while maintaining order among students.
- Assign and grade class and home work
- Set, mark, grade questions and providing feedback to students on assignments.
- Supervise/Invigilate end of term examinations.

ADMINISTRATIVE EXPERIENCE

Process and Plant Automation Limited

Personal Assistant to CEO

July 2017- Till Date

- Managing day to day operations of the CEO's office.
- Schedule and attend confidential board and management meetings, prepare agendas, and transcribe or distribute minutes.
- Providing administrative assistance to the CEO.
- Provide office support to managers, staff and other professionals.
- Securing airline and hotel reservations for CEO and all travelling staff.
- Issuing invitation letters for business partners from outside Ghana.
- Issuing introductory letters for staff travelling overseas.
- Assist with research and preparing presentation.
- Managing all communications of the CEO's office.
- Creating and distributing company newsletter.

Philips Ghana Limited

Administrative Assistant

February 2015- June 2015

- Provide office support to executives, managers, staff and other professionals.

- Planning events like board meetings which require researching vendor prices or inquiring about participants' availability.
- Managing and distributing information within the office. T
- his generally includes answering phones, taking memos, maintaining files and sending and receiving correspondence.
- Securing airline and hotel reservations for travelling staff.
- Issuing invitation letters for visiting staff or business partners from outside Ghana and Nigeria.
- Issuing introductory letters for staffing travelling outside Ghana and Nigeria.
- Monitoring of front desk waiting area, reporting of repair and maintenance needs for the office with follow up and ensuring office supply procurement.

De Yale Sports Centre (Lizy's Sports Complex)

Personal Assistant / Administrator

Jan 2014-Aug 2014

- Multiple phone calls, messages, appointment scheduling and confirmation, receipt of mail and complex memorandum, convey notice information to clients through signage, text messages and emails.
- Keep track of client daily records, daily therapies, code verification and monthly tracking reporting; maintain client records and archive system soft & hard copy as well as backup system.
- Preparation of verified deposits, invoicing clients, SNNIT payments, recording petty cash, distributing cheque to vendors and operating cash handling at CEO's request.
- Monitoring of front desk waiting area, reporting of repair and maintenance needs for the office with follow up, correspondence as directed, office supply procurement.

Vibe FM

June – Aug 2011

Vacation Attachment

- Production assistant for the Morning Vibes show
- Covering and reporting news items

National Health Insurance

May – Aug 2009

Okaikoi Sub-Metro Headquarters

Vacation Attachment

- Front Desk Executive
- Vetting and processing of National Health ID application forms
- Preparing Temporal ID Cards
- Issuing of new ID cards and renewing expired ones.
- Issuing transfer letters

LEADERSHIP EXPERIENCE

- **Bible Study Leader** – Intervarsity Northern Arizona University August 2016 – May 2017
 - **Financial Secretary** – Heralds of Praise
Pentecost Students & Associates (PENSA - Legon) May 2011 – April 2012
 - **Welfare Secretary** – Website Committee
(PENSA - Legon) May 2011 – April 2012
 - **Deputy Welfare Secretary** – Editorial Board
(PENSA - Legon) May 2011 – April 2012
 - **Financial Secretary** – Paintsil Group
(Church of Pentecost – Kaneshie Assembly) May 2005 - May 2007
 - **Asst House Prefect** – House One (1)
(Labone Senior High School) August 2003 – May 2004
 - **Asst Secretary** – Galaxy Youth Club (Kaneshie) August 2003 – July 2005
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RECENT RESEARCH WORK

“Ghana today: An assessment of the changes in the justice system during the colonial era”
MASTER OF ARTS – THESIS– submitted May, 2017. Supervisor: Dr. Warren Lucas

Description: Gold Coast (present-day Ghana) was divided inland into ethnic groups. These ethnic groups were governed by laws and a corollary penal system, derived from custom. The justice system during the pre-colonial era was focused on maintaining social equilibrium and stability. Thus, imprisonment as a form of punishment was not aboriginal. Accordingly, punishments ranged in degree from apologizing, to paying compensation to victims, to performing the requisite animal sacrifice. However, as the Gold Coast came under the aegis of British rule, the justice system was changed. Emile Durkheim’s theory on social change would explain the change in the Ghanaian justice system as an inevitable linear progression/change. Max Weber’s would explain the change in the justice system as an effect of rationality to make the justice system become more methodological, efficient and predictable. Michel Foucault’s would explain the change as an attempt by the British to control indigenes. But, how would a sample of subjects familiar with the justice system in Ghana explain this change? Would their explanation align with any of the above-mentioned theorists? This research is focused on examining what

legal practitioners and persons, who have knowledge about the Ghanaian justice system, think caused changes in the justice system during the colonial era.

“Factors Influencing Mate Selection among Students of Institute of Professional Studies”

BACHELOR OF ARTS – LONG ESSAY – submitted May, 2012.

Course Code & Name: SOCI 400 PROJECT WORK Credits: 6 Grade: A- [Available on Page 2 of Transcript] Supervisor: Dr. Sulleman Anamzoya

Description: In the traditional Ghanaian society, marriage contracts were supposed to serve the needs of the larger extended family members. As a result, the choice of a marriage partner was not left to the bride and groom alone. In some cases, the marriage was arranged to satisfy the needs of the extended family. Arranged marriages in this context could take any form, including betrothals or marrying someone considered the preferred type. Since it was assumed that, if the partners were compatible, they were less likely to divorce. In addition, in the traditional Ghanaian setting, marriage was contracted in order to preserve the continuity of the lineage (child bearing) so, fertility was an uncompromising factor in mate selection. As a result, it has been reported that some males require proof of fertility before marriage. Meanwhile, the advent of education which emanated from the West came along with some Western ideologies (personal influences of mate selection) which have eaten into the fabrics of mate selection across the length and breadth of the Ghanaian culture. This has resulted in the reduction of parental involvement in mate selection among the educated elite in this 21st century. With the shifting of mate selection from the responsibility of relatives to the individual concerned, this research will find out how different is the criteria to be used by the individual from that of the criteria used in the past. This will bring to bear issues like: what are the factors that influence mate selection among students? Which of these factors has the highest degree of influence on mate selection? What has accounted for the factor’s high degree of influence on mate selection? Is the success of marriages dependent on the criteria used for mate selection?

SPEAKING ENGAGEMENTS

Pacific Sociological Association Conference, Topic: “Ghana Today: An Assessment of the Changes in the Justice System during the Colonial Era” April 2017, Portland— Oregon.

Intervarsity Campus Ministry — Large Group Meeting, Topic: How to Take Risks as College Students” April 2017, Flagstaff — Arizona.

Social Science and Social Change Conference, Topic: “Ghana Today: An Assessment of the Changes in the Justice System during the Colonial Era” February 2017, Flagstaff — Arizona.

Pacific Sociological Association Conference, Topic: “Factors Influencing Mate Selection Amongst Students of Institute of Professional Studies” April 2016, Oakland— California.

SKILLS PROFILE

- Soft skills in computer (word, excel, Power Point)
- Communicate effectively at all levels, exercising tact and diplomacy and ability to maintain high level of confidentiality.
- Capacity to work on own initiative and demonstrate a high level of team contribution.
- Ability to assimilate and apply new work procedures, solution-oriented, resourceful and performing well under pressure.

SOCIAL ACTIVITIES

Member, Pacific Sociological Association, United States

Member, Sociology Students Association, Northern Arizona University

Member, Sociology Students Association, University of Ghana

Member, Spanish Club

Member, Religion Students Association

Member, Labone Old Students Association

REFEREES

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