

CURRICULUM VITAE

OKAE-ANTI, ASARE

Department of Communication & Media Studies
 Faculty of Foreign Languages Education &
 Communication
 University of Education, Winneba
 P.O. Box 25, Winneba
 GHANA, WEST AFRICA

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EDUCATION

From	To	Institution	Qualification	Subjects studied
February 2017	March 2017	Ghana Institute of Consulting	Consulting Specialist Certificate	Consulting Science Consulting Practice Consulting Case Studies
August 2013	October 2013	Institute of Public Relations, Ghana	Level II (Accredited in PR)	PR Management; PR Planning PR Case studies New Media
August 2009	June 2011	University of Education, Winneba	Master of Philosophy (Communication & Media Studies- Business Communication option)	Communication Theory; Public Relations; Advertising; Business Comm.
August 2010	October 2010	Institute of Public Relations, Ghana	Level I (Associate in PR)	PR Principles; PR Writing; PR Ethics
June 2007	June 2009	University of Cape Coast	Post Graduate Diploma in Education	Teaching Business studies; Curriculum Studies in Business; Assessment; Research methods
August 2002	June 2006	University of Cape Coast	Bachelor of Commerce	Accounting; Management; Economics

WORKING EXPERIENCE:

Position **Part Time Lecturer** (June 2020 – June 2022)
Perez University College, Pomadze

Duties

- assist with the teaching of Public Relations, Advertising, Business Communication courses

Position **Lecturer** (September 2013 -
University of Education, Winneba

Duties

- assist with the teaching of Public Relations at the graduate student level
- teach Communication Skills at the undergraduate level
- supervision of Master of Arts (M.A.) theses
- serve as Departmental Examinations Officer handling registration and examinations related issues at the undergraduate level
- any other duty assigned by the Head, Department of Communication & Media Studies

Position **Lecturer** (October 2011 – August 2013)
Jayee University College, Accra

Duties

- taught Public Relations, Advertising and Business Communication courses at the diploma and undergraduate levels
- served as an Academic counselor for undergraduate students in the Department of Public Relations & Advertising
- undertook roles assigned to me by the Head of the Department or the Dean of the Faculty

Position **Intern** (June 2010 - August 2010)
Ghana Airports Company Limited.

Duties

- assisted Corporate Communications Officer to collate material, design layout and publish staff newsletter
- scanned newspapers for aviation related news
- organized special events such as the safety week; excursions to the airport by students; facility tours by media personnel

Position **National Service Person** (September 2006 - August 2007)
Office of the Dean, Faculty of Social Sciences, University of Cape Coast,
Cape Coast

Duties

- drafted and typed all official correspondence of the Dean, Faculty of Social Sciences

- served as Secretary on adhoc Committees constituted by the Dean of the Faculty
- received and screened visitors
- undertook other duties assigned to me by the Dean of the Faculty

INSTITUTIONAL AND COMMUNITY SERVICE

- **Head of Secretariat**, Planning Committee, 1st Communication Educators Association of Ghana Academic Conference [CEAG], University of Education, Winneba. June 27-28, 2019.
- **Member (Events Sub-Committee)**, 25th Anniversary Planning Committee, University of Education, Winneba. March 2017 – November 2018
- **Chairperson**, 10th Anniversary Planning Committee, Department of Communication and Media Studies, University of Education, Winneba. January 2017 – November 2018
- **Member**, Committee on Professional Development, Education and Accreditation, Institute of Public Relations, Ghana. January 2014 to January 2016
- **Panel Member**, Committee to assess the academic facilities of Advanced Business College, Accra. April 30, 2015.
- **Sub-Committee Chairperson (Registration Committee)**, 1st Languages, Literature and Communication Conference [LALICOM], University of Education, Winneba. February 3-5, 2015.
- **Secretary**, East Ansaful Landowners Association, Ansaful, Winneba. January 2015-2019
- **Examinations Officer**, Department of Communication and Media Studies, University of Education, Winneba. August 2014-2019

CONFERENCES/WORKSHOPS/SYMPOSIUM/SEMINARS

Maiden Doctoral Research Conference

5th – 6th November, 2015; UGBS Graduate Building, Accra

Role: Presented a poster

Quality Assurance Training Workshop

1st September, 2015; CMS Conference Room, South campus, UEW

Role: Participant

Workshop on the New Emailing System for UEW staff (Winneba campus)

27th July, 2015; AVU ODeL Centre, Faculty Block, North campus, UEW.

Role: Participant

21st Century Media Relations for Effective Corporate Relations

23rd – 27th February, 2015; IPR Seminar Room, Accra, Ghana

Role: Participant

1st International Conference on Language, Literature and Communication

3rd – 5th February, 2015; J. N. Aryeetey Auditorium, UEW, Winneba, Ghana

Role: Chair, Registration sub-committee; Member, Central Planning Committee; Participant

Workshop on the Online Student Information System for Departmental Examination Officers [OSIS]

26th – 27th January, 2015; IEDE Café, UEW, Winneba, Ghana

Role: Participant

5th International History of Public Relations Conference

5th-6th July, 2014; University of Bournemouth, Bournemouth, UK

Role: Presented paper

MEMBERSHIP OF PROFESSIONAL ASSOCIATION(S)

NAME OF ASSOCIATION	MEMBERSHIP CATEGORY	DATE JOINED
Communication Educators Association of Ghana [CEAG]	Member	June 2019
International Public Relations Association [IPRA]	Member	October 2017 -
Advertising Association of Ghana [AAG]	Member	October 2017 -
International Communication Association [ICA]	Member	October 2017 -
African Public Relations Association [APRA]	Member	October 2017 -
Public Relations Society of America	Member	October 2017 -
Canadian Public Relations Society [CPRS]	Member	October 2017 -
Institute of Public Relations, Ghana	Accredited Member	October 2013 -
Linguistics Association of Ghana	Member	January 2015 -

COMPETENCIES

- A good team player
- Proficient in the use of the MS Suite (Word; Excel; Access; PowerPoint; Publisher)
- Excellent organisational skills

HOBBIES AND INTERESTS

- Reading biographies and profiles of famous people.
- Watching Soccer
- Playing badminton

REFERENCES

To be supplied upon request