**CURRICULUM VITAE**

**MAVIS FREEMAN ESSEL**

P.O. BOX K47, KOTOKURABA, CAPE COAST GHANA

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**RESEARCH INTERESTS**

My foremost research interests consist of examining communication strategies that involve the use of new media to facilitate policy and sociocultural change in stigmas that affect the overall well-being of women, children, and the vulnerable in Ghana.

**EDUCATION**

2019-2021 Master of Philosophy (M. Phil) Communication and Media Studies

 (Business Communication)

 University of Education, Winneba, Ghana

Dissertation: social media reaction to female political candidates: the case of prof. Naana Jane Opoku-Agyemang.

GPA: 3.62

2013- 2017 Bachelor of Arts (Communication Studies)

 University of Cape Coast

 Dissertation: Facebook, the new platform for political discourse. A study

of the impact of political posts on the 2016 general elections.

Class: Second Class (Upper Division)

GPA: 3.3

**ADMINISTRATIVE WORK EXPERIENCE**

December 2022 – July 2023 ***Administrative Assistant,*** University of Cape Coast

*Duties Performed:* Prepared Memos and correspondence for external and

internal stakeholders.

Handled record keeping and filling systems.

Served as a Secretary to University Committee meetings.

September 2018 – October 2021 ***Research & Monitoring Officer,*** Nation Builder’s Corps

(NABCO) ~ Cape Coast Metropolitan

*Duties Performed:* Supervised Trainees within the jurisdiction.

 Prepared Memos and Correspondence for external and internal stakeholders.

 Trained trainees on how to use specific applications to perform tasks.

September 2017 – August 2018 ***National Service Person,*** Directorate of Public Affairs, U.C.C

*Duties Performed:* Handled Protocol Services for External & Internal Stakeholders of the University.

Assisted in coordinating and organizing activities & events on the University Calendar.

 Received incoming correspondence at the office.

Organized & Maintained Record Keeping Systems

Received & Assisted Visitors at the office

June 2016 – September 2016 ***Public Relations Intern***, Directorate of Public Affairs, U.C.C

*Duties Performed:* Managed confidential information in a professional manner.

 Proofread & corrected typographical errors in the Vice Chancellor’s Annual Report.

 Assisted in coordinating and organizing activities & events on the University Calendar.

 Received incoming correspondence at the office.

 Dispatched letters to internal & external stakeholders.

Organized & Maintained Record Keeping Systems.

Received & Assisted Visitors at the office.

**OTHER CONTRIBUTIONS TO WORK**

Secretary to the administrative committee meeting, NABCO

Head of Public relations for anniversary celebrations, NABCO

Assisted in the organization of matriculation at UCC

Assisted in the organization of Graduation ceremonies at UCC

**ACADEMIC WORK EXPERIENCE**

January 2023 – Date *Part-time Lecturer,* Department of Communication

Studies, University of Cape Coast

*Duties Performed:* Teach first year University students’

Communicative Skills

Teach first year University students’ Interpersonal and Intercultural Communication

Grades and assess students’ assignments and examinations

May 2013- September 2013 *Pupil teacher*, Department of English language,

 Kubase Primary School

*Duties Performed:* Taught English language in classes 2 and 4

 Conducted exams for pupils.

 Marked all home works and assignments given to

Pupils.

**TEACHING EXPERIENCE**

**Department of Communication Studies, University of Cape Coast**

* Communicative Skills (1st and 2nd Semester of 2022/2023 academic year)
* Interpersonal and Intercultural Communication (2nd Semester of 2022/2023 academic year)

**Department of English language, Kubase Primary School**

* English language (Third Term of 2013/2014 academic year)

**OTHER WORK EXPERIENCES**

**West Africa Examinations Council**

*Script checker* October 2018- November 2018

Ghana Cape Coast

* Checked for marking and calculation errors in West African Senior School Certificate Examination 2018 scripts for Senior High School Students
* Alerting the Chief Examiners in charge, to make necessary corrections.

**SKILLS AND INTERESTS**

* Proficient in MS Office Suite Applications.
* Proficient in WIX Website Builder Application
* Creating content using Social Media Applications

**PUBLICATIONS**

Essel, M. F. (2021). Social media reaction to female political candidates: The case of Prof. Naana Jane Opoku-Agyemang. *Unpublished Masters Thesis,* University of Education, Winneba, Winneba*.*

**CONFERENCES/SEMINARS AND WORKSHOPS ATTENDED**

* **Participant** -Inter-University Conference for Doctoral Studies (organized by the School of Graduate Studies) 18th – 20th January 2022, North Campus Assembly Hall, UEW, Ghana.
* **Participant**- Special Topics in the Arts and Communication ( organized by the school of communication and media studies) 21st January 2021, school of communication studies seminar room, UEW, Ghana.
* **Participant-** Mini thesis presentation (organized by the school of communication and media studies) 18th December 2020, via zoom
* **Participant-** The 4th International Multi-Disciplinary Conference (organized by the Graduate Students Association of Ghana, UEW Chapter) 3rd July 2019, School of Creative Arts Conference Room, Central Campus, UEW, Ghana.

**VOLUNTEERING**

In 2019, I had the opportunity of working hand-in-hand with the Cape Coast South Constituency Secretary of the New Patriotic Party (NPP) to engage in some community empowerment programs for girls and women living in remote villages in the Central Region of Ghana. I was privileged to visit under-deprived communities to teach young girls and women how to use the basic resources available to them to better their lives. These skills learned by the women, in the long run, helped most of them become financially stable.

**REFEREES**

1. Prof. Andy Ofori Birikorang

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1. Prof. William Kodom Gyasi

University of Cape Coast

Cape Coast

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1. Mr. Felix Adu-Poku

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