

CURRICULUM VITAE

BERLINDA PAPPOE

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1. CAREER OBJECTIVE

I am an enthusiastic electrical engineer with great technical, team building skills and experience of three years currently. In addition, my broad scope of knowledge in diverse areas of business and engineering makes me a good fit in areas like project management, marketing coordination and guest/field service technician roles.

In each firm where I work, I constantly strive to bridge the gap between business and engineering by prioritizing client happiness. I am interested in revolutionary innovations in technology that apply to people's daily needs. I am still eager to expand my skillset, values and contributions in an exemplary way. I possess effective team building, technical and communication skills.

2. EDUCATION

January 2023 – September,2024 **Accra Technical University**

Bachelor of Technology in Electrical Engineering(degree)

(Second Class upper division)

August 2019-November 2022

Accra Technical University

Higher National Diploma in Electrical Engineering
(Second Class Upper Division)

October 2016 - June 2019

OLA Senior High School

WASSCE (General Science)

September 2013 – September
2014

Weija D/A 3 School

B.E.C.E

3. WORK EXPERIENCE

14th April,2025 – Till date

Rixos Al Mairid, Hotels, Ras-Al-Khaimah, UAE

- ✓ Accomplishing guest related complaints such as general lighting off, plumbing fixture issues, Ac issues and many more.
- ✓ Experience in materials tracking and stock keeping with excel
- ✓ Electric car charging system installation and operation for guest use
- ✓ Medium Voltage and Low voltage switchgear routine maintenance
- ✓ Hotel premise preventive maintenance such as AC cleaning, new switch installation, safe battery changing and programming and many more

- ✓ BMS system operation and troubleshooting in case of communication failure
- ✓ Experience with guest relations in severe cases of accidents and damages.
- ✓ HVAC equipment handling and operations
- ✓ Fire systems and safety

March,2024-March,2025

Kempinski Gold Coast City Hotel, Accra

- ✓ Fan Coil Unit, chillers and air handling units servicing in rooms
- ✓ Respond to guest requests such as total power outage in room
- ✓ Maintenance and repairs for assigned area of expertise such as the hotel rooms and contents, laundry and kitchen/refrigeration equipment, lighting, heating, air conditioning (HVAC), ventilation, and water treatment systems
- ✓ Fridge repairs and maintenance
- ✓ Troubleshooting and repairing plumbing related problems
- ✓ Troubleshooting and repairs of electrical faults in any area of the hotel
- ✓ Basic wiring installation for sockets, lighting and others
- ✓ Medium voltage switchgear operation
- ✓ Transformer servicing and maintenance
- ✓ Audiovisual equipment and maintenance

November,2022-Sept,2023

Accra Technical Training Centre

- ✓ Teaching electrical principles at the Electrical Department
- ✓ Teaching computer hardware courses
- ✓ Training students in software programming
- ✓ Supervision of training practical sessions of students
- ✓ Invigilation during examinations
- ✓ Estimations for general electrical projects in the department

September,2021-
January,2022

Accra Technical University

- ✓ Repairs on basic electrical devices such as fridges, fans and insect trappers.
- ✓ Wiring of the whole N-block as a maintenance routine
- ✓ Generator servicing
- ✓ Design of solar panels using MATLAB
- ✓ Building miniature circuits using Arduino

4. ACHIEVEMENTS

- ✓ Engineering star of the month (September) at Kempinski Hotel
- ✓ Nomination for employee of the month (November)
- ✓ Tvet panel member for topic discussion on “Breaking Bias with Women in Engineering”

5. ATTRIBUTES/ SKILLS

- ✓ Ability to handle multiple tasks effectively without compromising standards and quality.
- ✓ Ability to teach large groups of people of diverse backgrounds

- ✓ Quick response to tasks given
- ✓ Willingness to learn
- ✓ Volunteerism is one of my key attributes
- ✓ Strong computational skills
- ✓ Good team player
- ✓ Ability to work as part of a team to develop and implement systems, as well as troubleshoot and solve complex technical problems
- ✓ Proficiency with Microsoft Office Suite tools such as Word and Spreadsheet
- ✓ Strong marketing skills

6. HOBBIES

- ✓ Reading books
- ✓ Exploring new technological advancements
- ✓ Playing games
- ✓ Listening to music

7. LANGUAGES

- ✓ English (excellent)
- ✓ French (good)

8. REFEREES

Mr. Amo Blay

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Mr. Darkwah Samuel

Assistant Chief Engineer

Kempinski Gold Coast City Hotel

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