

MAVIS FREEMAN ESSEL

Department of Communication, University of South Florida
Tampa, Florida.

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EDUCATION

PhD Student, Health Communication

Anticipated 2027

University of South Florida, Tampa, FL

Master of Philosophy (M. Phil) Communication and Media Studies (Business Communication)

April 2021

University of Ghana, Ghana

Thesis: Essel, M.F. (2021). social media reaction to female political candidates: the case of prof. Naana Jane Opoku-Agyemang. *University of Education, Winneba*

Bachelor of Arts (Communication Studies)

May 2017

University of Cape Coast, Ghana

ADMINISTRATIVE WORK EXPERIENCE

University of Cape Coast, Training and Development Section

December 2022 – July 2023

Administrative Assistant

Cape Coast, Ghana

- Prepared Memos and correspondence for external and internal stakeholders.
- Handled record keeping and filling systems.
- Served as a Secretary to University Committee meetings.

Nation Builders' Corps(NABCO)

Sept. 2018 – Oct 2021

Research & Monitoring Officer

Cape Coast, Ghana

- 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.
- Performs any other duty assigned by the Head of the Section

University of Cape Coast, PR and Protocol Section

Sept. 2017 – August 2018

National Service Person

Cape Coast, Ghana

- 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
- Performed any other duty assigned by the Head of the Section/Director of Public Affairs

University of Cape Coast, PR and Protocol Section

June 2016 – Sept. 2016

Public Relations Intern

Cape Coast, Ghana

- Provision of weekly news update and media coverage
- Assisted with protocol activities and handling of visitors
- Assisted with the organization and holding of University Elections
- Compiled information for University *Gazette* and *Bulletin*.
- Editing of reports, speeches and minutes from various committee meetings

MAJOR 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 the University of Cape Coast
- Assisted in the organization of Graduation ceremonies at University of Cape Coast

ACADEMIC WORK EXPERIENCE

University of South Florida, Department of Communication **Aug. 2023 – Till date**
Instructor, SPC 2608 (Public Speaking)

- Teach undergraduate students' the fundamentals of speech preparation and delivery
- Grade assignments by students
- Assist students to understand the speech preparation and delivery process better

University of Cape Coast, Dept. of Communication Studies **Jan. 2023 – July 2023**
Part-Time Lecturer

- Taught first year students' (185 students) Communicative Skills
- Taught first year students' (102 students) Interpersonal and Intercultural Communication
- Organized quizzes, assignments and examinations to test students' knowledge of the course
- Organized tutorials to further help students understand the things taught in class

TEACHING EXPERIENCE

University of South Florida, Department of Communication **August 2023 – Till date**
SPC 2608 – Public Speaking

- Fall 2023 - (2 Classes with an average of 18 students each)

UCC, Department of Communication Studies **Jan 2023 – July, 2023**

- CMS 108: Communicative Skills (Second Semester, 2022/2023) with 185 students
- CMS 106: Interpersonal and Intercultural Communication (Second Semester, 2022/2023) with 102 students
- CMS 107: Communicative Skills (First Semester, 2022/2023) with 185 students

OTHER WORK EXPERIENCE

West African Examinations Council
Script Checker

Oct 2018- Nov 2018
Cape Coast, Ghana

- Checked for marking and calculation errors in Basic Education Certificate Examination 2008 scripts of Junior Secondary School pupils
- Alerting the Chief Examiners in charge, to make the necessary corrections.

SEMINARS AND CONFERENCES 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.

PROFESSIONAL MEMBERSHIPS

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| • Student Member
National Communication Association (NCA) | Sept. 2023 – Till date |
| • Affiliate Member (AF1400)
Institute of Public Relations (IPR) Ghana | Mar. 2021 – Dec. 2022 |

SKILLS AND INTERESTS

IT: Proficient in MS Office Suite Applications, Proficient in WIX Website Builder Application, creating content using Social Media Applications

Languages: English, Asante Twi, Fante

Interests: Reading, DIY, Trying new cooking recipies