Tabitha D. Addom

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Receiver | (405) 334-7337 | Open envelope | tabitha.addom@okstate.edu | Map with pin | Oklahoma State University, Department of Sociology 409 Social Sciences and Humanities building Stillwater, OK 74078-4062 |

# Education

## Oklahoma State University- Master in Sociology Current

## University of Cape Coast- Ghana *Bachelor’s degree in Sociology* *2016-2020*

# Experience

* **Graduate Teaching Associate**

Present

Department of Sociology, Oklahoma State University

*Juvenile Delinquency* (SOC3523)

**GHANA REVENUE AUTHORITY - CURRENT**

* Auditing
* Inspected financial statements to catch errors, misstatements and fraud.
* Ensured that financial reports and records presented are accurate and reliable
* Collated financial statements, tax returns, invoices and account balances.
* Client Service Officer
* Registered Taxpayers, documented enquiries and complaints made by taxpayers and taxpayer education.
* Team leader for Field Inspections
* Worked with a team of 3 personnel in identifying non-filers and late-fillers as well as non-remitters and late remitters.
* Referred cases to enforcement section for appropriate action.
* Compilation and Management of Field Report.
* Writing reports on the outcomes of the field inspections and giving apt recommendations.
* Liaised with managerial staff and devised a more efficient way of filling folders and reports.

**ST PATRICK HOSPITAL**

Claims Officer

* Analyze and ascertain the validity of prepared claim sheets.
* Computerized and batched claim sheets on monthly basis.
* Processed rejections by correcting and resubmitting claims.
* Worked with assigned Physicians in ensuring that the correct diagnosis and procedures were been followed in filling the claim forms.

**WORLD FOUNDERS GHANA**

Research Assistant

* Acquired relevant data on project assigned to me.
* Prepared reports and had presentations.
* Performed routine pertinent duties as instructed by my supervisor.

**IT’S WELL CONSULT**

Client Executive

* Worked with a team of 15 to oversee the organization and supervision of students in attending a seminar on the need to patronize Career Training Conferences.
* Registered students for Career Training Conferences and Report writing.
* Created a positive on boarding experience for the clients (students) through regular interactions with them.

**RELEVANT SKILLS**

**Communication**

* Presented project works both individually and as part of a team during several group assignments as well as during my project work in level 400. These involved preparing PowerPoint slides, delivering a presentation to a varied audience and producing a written report.
* Presented a project (MEDALS Team) at the Osei-Kusi Foundation’s National Youth Volunteerism Award Seminar.

**Teamwork**

* Worked with a team of three students to compete in the National Youth Volunteerism Award Scheme.
* Worked with a team of 4 students in opening an online advertising business. Also spearheaded the team several times as we embarked on sponsorship drives.

**IT**

* Proficient in Microsoft Suite (Word, Excel and PowerPoint)