

Willibald Kafui Duho

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Principia College
Elsah, IL 62028
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- OBJECTIVE** An internship employing my accounting and financial academic experience.
- EDUCATION** **Principia College**, Elsah, IL
B.A. anticipated 2003
Business Administration major, Management Information Systems minor
GPA: 3.1/4.0
- COURSE WORK** Microeconomics, Macroeconomics, Financial Accounting, Managerial Accounting, Business Statistics, Comparative Economic Systems, Management, Marketing and Introduction to Management Information Systems
- COMPUTER SKILLS** Hardware: PC literate
Applications: Microsoft Word, Excel, and PowerPoint
- EMPLOYMENT EXPERIENCE** **PRINCIPIA COLLEGE**, Copy Services Department, Elsah, IL, Copy Services Assistant
Summer 2001
. Produced documentation schedules for adult summer school and freshman orientation
. Assisted in bindery operations
- November 1999- Present **PRINCIPIA COLLEGE**, Marshal Brooks Library, Acquisition Clerk, Elsah, IL.
. Checking in and out books using the Library computer system
. Assisting in cataloging and labeling process
- Winter 2000 **PRINCIPIA COLLEGE**, Media Services, Technician, Elsah, IL.
. Setting up acoustic and public address systems for social functions
. Operating Principia's Film Projector
- September 1999 **PRINCIPIA COLLEGE**, Dining Services Department, Stocker, Elsah, IL.
- 1997-1998 **GHANA NATIONAL ARCHIVES AND RECORDS CENTER**, Accra, Ghana, Repository Department, Repository Assistant.
. Retrieved documents for the public
- ACTIVITIES** Principia College
- March 2000 . Planned and organized Ghana's Independence Day Celebration on Principia compound
- Winter 2000 . Athletic head, Ferguson House, Principia College