

KOFI JESSE PARKIS

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PROFESSIONAL SUMMARY

I consider myself a dynamic individual with expertise in identifying growth opportunities, managing key relationships, and developing strategic solutions. With 5year experience in organisational trend analysis, onboarding new processes, with a keen interest in the use of technology to support result-oriented methods crafting tailored strategies to improve efficiency.

CORE SKILLS

- **Leadership:** Proven ability to lead teams, foster collaboration, and inspire high performance in various roles and projects.
- **Holistic Insight:** Skilled in aligning business strategies with organizational goals while maintaining focus on long-term impacts.
- **Communicating and Influencing:** Effective communicator with the ability to influence stakeholders and achieve buy-in for initiatives.
- **Team Working:** Strong collaborator, experienced in fostering cross-functional teamwork to achieve shared objectives.
- **Ability to work under pressure:** Adept at managing priorities and delivering results under tight deadlines.
- **Business Analysis:** Skilled in researching, analysing, and optimising work processes to align with organisational goals and improve efficiency.
- **Project Coordination:** Experienced in developing strategies for change, prioritizing projects, and defining minimum viable products to deliver impactful results.
- **Data Management:** Proficient in managing and analysing data to inform decision-making and measure success.
- **IT Skills:** Proficient in Microsoft Word, Excel, PowerPoint, and CRM systems.
Knowledge of HTML web development.
- **Languages:** Fluent in English and French.

PROFESSIONAL EXPERIENCE

English Teacher

St Mary's Catholic High School — Sept. 2022 – Current

- Achieved a significant improvement in target grades among lower-ability students (10% increase).
- Demonstrated leadership by mentoring new teachers and fostering a collaborative team environment.
- Conducted SWOT analysis and research providing data insight and enhancing educational outcomes, optimising technology to examine current organisation processes informing positive reinforcement strategies for students, achieving progressive student behaviour in 6 of 10 challenging students.

- Steered mentees into learning and adapting the shared vision and core values of the organisation to uphold the standard of service provided contributing to recognised 3-year improvement and record of achievement within the department.
- Adapted lesson plans to accommodate diverse learning needs, demonstrating the ability to analyse and address unique strength, challenges and learning needs.
- Collaborated with stakeholders to ensure alignment of objectives with user needs which resulted in improved student outcomes to 0.39 above average.

Marketing Executive

NSIA Insurance — Sept. 2017 – Sept. 2020

- Conducted analysis of banking partners to identify improvement areas, increasing profitability by 5% quarterly.
- Led cross-functional initiatives to enhance product offerings, showcasing the ability to have a holistic business perspective.
- Developed and maintained CRM data to support informed decision-making and strategy development.
- Built trust and maintained effective relationships with key stakeholders, ensuring alignment with business goals.

Volunteer Coordinator

2018 Women's African Cup of Nations — Nov. 2018

- Delivered results at pace by handling last-minute challenges effectively.
- Managed logistics for 200+ volunteers, enhancing operational efficiency for event delivery.
- Coordinated with key stakeholders to ensure smooth workflows, improving participant satisfaction.

Office Executive

POPSHOP CI — Jun. 2017 – Aug. 2017

- Analysed customer feedback and operational processes to enhance service delivery and efficiency achieving a 97% retention rate with 12% new customer
- Successfully managed customer relations, solving queries promptly to maintain high satisfaction levels.
- Worked together with cross-functional teams to develop and implement process improvements.
- Optimized client onboarding processes, improving customer retention rates. Communicated effectively with clients and influenced decision-making to secure long-term partnerships.
- Ensured timely delivery of services, meeting specifications and stakeholder expectations.

Commercial Agent

POPSHOP CI — Sept. 2015 – Sept. 2016

EDUCATION

Bachelor of Business Management

University of Graduate School of Management (CI) — Oct. 2012 – Dec. 2016- 2nd Class Upper

MSc Sports Management

University of Portsmouth (UK) — Oct. 2020 - July 2022- Pass

IGCSE (International General Certificate of Secondary Education)

Morning Glory International School (CI) — May 2008 – Jun. 2012

6 IGCSE A*-C including maths, accounting, economics and French.

INTERESTS

Semi Professional footballer /Football Coaching

Banstead Football Club / IDAP Football Academy — Ongoing

- Designed tailored training programs based on data analysis of athlete performance.
- Led strategic planning sessions for team development, achieving measurable improvements.
- Demonstrated leadership by mentoring athletes and creating a positive team culture.

Music Directing

Grace community Church, UK

- Effectively managing, leading, producing music for community (Church) and professional projects.
- Enhancing worship music experience resulting to incremental membership growth in a period of 2 year.
- Planning of a successful worship concert, coordinating logistics, performers, and volunteers to ensure a smooth and engaging event. Demonstrated strong leadership, communication, and project management skills while fostering community engagement and collaboration.