

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.

(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**

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 act

