

SARAH THEODORA ESI MILLS

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EDUCATION

KWAME NKURUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY **Kumasi, Ghana**

Bachelor of Science (BSc), Food Science and Technology, 2nd Class Honors, Upper Division **2019**

- *Capstone Project*: Developed a novel healthy drink from purple-flesh sweet potato roots
- *Prayer Secretary, Bethel Chapel KNUST*: Led decision-making on finance, strategy and general organizational issues

YALE UNIVERSITY

New Haven, USA

Yale Summer Session (6-week on-campus undergraduate program with Yale faculty) **2018**

- *The Future of Food, Environment, Health, and Law*: Term paper assessing the effect of drinking water containing pesticide residue in Ghana
- *Game Theory*

RELEVANT COURSEWORK

GOOGLE (COURSERA)

Online

Google Data Analytics Professional Certificate

2021

- Courses Include: Data Analysis with R Programming, SQL queries for use on database

PROFESSIONAL EXPERIENCE

GERMAN INSTITUTE OF BUSINESS AND TECHNOLOGY

Accra, Ghana

Business Intelligence / Data Analyst

Oct 2020 – Present

- Led a team of 6 to review and evaluate criteria for building health-care facilities in Ghana and proposed recommendations to stakeholders on the best type of hospitals to build. Used Power BI to analyse, build dashboards and generate reports on where to effectively position them
- Built and demoed an enterprise carpooling app using Power Automate and SharePoint Online for a company, leading to cost savings of 35% per annum
- Conducted market entry feasibility study for a company looking to introduce new product lines to enter new markets. Analysed key factors including market size, growth rates, competition, market share, and customer segments & preferences, and recommended partnership with an existing player

LABTUIT

Remote

Consultant, Resume Writer (Independent Contractor)

Oct 2020 – Present

- Consulted with clients from the US, and tailored discussions by asking strategic questions that extracted >95% of all vital information needed to effectively optimize client resumes for successful job applications
- Structured and rewrote clients' resumes to focus on impact, quantifying ~90% of all experiences, and strengthening resumes. Sent upgraded version to clients within 48 hours

CSIR- FOOD RESEARCH INSTITUTE

Accra, Ghana

Project & Research Analyst

Sep 2019 – Oct 2020

- Investigated the production of 3 locally manufactured food items by conducting market surveys and synthesising results. Recommended government policies to subsidise raw materials to increase patronage as a result of reduced prices of the food items
- Led training for 20+ SMEs and entrepreneurs in the formulation, development and improvement of ~12 innovative food products resulting new product launches
- Analysed safety parameters of ~50 food products, ensuring maximum conformity to regulatory standards and preventing subsequent recalls. Assisted the development and reviewing of safety and quality guidelines

CARGILL GHANA LTD.**Operations Analyst****Tema, Ghana****Feb 2018 – Apr 2018**

- Initiated investigation to confirm that the drying aid used in moisture analysis could be reduced by 50% without losing quality of output. Presented findings and started process to implement, resulting in GHS 6, 000 in annual savings
- Examined finished products on regular basis, ensuring the highest compliance to standards to avoid safety and audit issues

COSMO SEAFOODS LIMITED**Executive Assistant****Tema, Ghana****Jun 2017 – Aug 2017**

- Researched, prepared and delivered 3 presentations to the team on selected topics given by the HOD to educate and remind employees of important tasks and information
- Increased efficiency of ongoing process by 18%, by studying and analysing existing procedures to identify areas for improvement, and developed new standard operating procedures
- Originated a machine efficiency checklist for palletizing canned tuna, avoiding wastage by 40% and saving ~GHS 1,500 per month in electricity and other operational costs

SUBMITTED MANUSCRIPTS (UNDER EDITORIAL REVIEW)

- Laryea, D., **Mills, S. T. E.**, Dapuliga C. and Zaukuu, J. L. (2020). Millet: New horizons for food and nutrient security. Academic press, Apple Academic Press (Taylor and Francis). Under editorial review
- Laryea, D., **Mills, S.T.E.**, Dapuliga C. and Zaukuu, J.L.N. (2020). Millet: Food diversification and effects of processing techniques. Academic press, Apple Academic Press (Taylor and Francis). Under editorial review

ADDITIONAL INFORMATION

- Microsoft Certified: Power Platform Fundamentals; Power Platform App Maker Associate
- Winner, National Reading Competition [Won trip to South Africa; grand finale was broadcast live on national radio]; Special Guest of Honour, Joy FM Founder's Day Radio Program
- Teens President, Life International Church
- Participant, 2019 Young Sustainable Impact Global Innovation Program [top 0.5% of 12,500 applicants]; Participant, 2017 Commonwealth Youth Council Poetry Competition; Attendant, 2014 Golden Baobab Foundation Masterclass [6% selection rate]
- Abstract submission, 8th Ghana Science Association (GSA) research seminar and poster presentations 2019; Participant, 1st National Conference on Food Fraud, 2016, KNUST, Kumasi
- Writer, Victory Presbyterian Church School (VPCS) 20th Speech & Prize Giving Day Magazine 2015; Winner, 2012 Inter- school Spelling Bee Competition (Represented VPCS)