

21744 Ybarra Rd.  
Woodland Hills, CA, 91364  
(818) 961-4691  
nyesowa@uci.edu

# Nii Adjei Ye-Sowa

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## SKILLS

Time management, reliable, dependable, adaptable, can work independently collaborate with groups, able to communicate both verbally and in writing, organized, Google sheets/Excel, Google docs, MatLab

## EXPERIENCE

### **Family business, Woodland Hills** – *Employee*

2008 – 2018

- Communication skills
  - At the age of 3, I started learning how to use a cash registrar under my dad's supervision. By age 7, I was able to handle it without supervision.
  - I later branched out to directly help customers to select what they needed.
- Basic accounting
  - I learned from my mom how to use an accounting software to enter receivables and payables
    - The books were reconciled monthly

## EDUCATION

### **Taft Charter High School, Woodland Hills, CA** – *High School Diploma*

September 2020 – June 2023, Woodland Hills

### **El Camino Real Charter High School, Woodland Hills, CA** – *None (transfer)*

September 2019 – September 2020, Woodland Hills

- Transferred out because Taft was my home school and is closer to my house which made commuting easier

## AWARDS

High school:

Summa Cum Laude, Academic Silver Student Athlete, 2nd-team all-league (baseball)