

## **SUMMARY:**

- Open-minded, team-oriented, quick learner, and even efficient under pressure.
- Good organizer with excellent time management through prioritizing.
- Dependable, reliable and good sense of responsibility.
- Dynamic team player as well as a strong ability to work independently and project-oriented
- Overlapping skills from 2D to 3D environments.
- Strong design background with different software. Able to adapt to new CAD software package easily.

## **PROFESSIONAL EXPERIENCE:**

### **Quality Control Inspector**

SMC Ltd, Devens MA

January 2019-Present

- Set up equipment (i.e. tables, scales, fixtures, etc.) to meet daily production needs.
- Ensure work area meets 5S guidelines.
- Follow daily planning schedules.
- Responsible for all visual inspection of production for defects using history cards, control plans, and visual aids.
- Verify all lot numbers, work orders, and labels for accuracy.
- Notify Cell Lead or Shift Supervisor when problems interrupt work flow and output.
- Notify the Cell Lead or Quality Control Supervisor when a defect is found.
- Verify that equipment is operating properly. Notify Cell Lead or Shift Supervisor when it is not.
- Abide by all applicable clean room procedures and guidelines.
- Use basic measuring equipment as needed to ensure parts meet basic specifications.
- Inform Cell Lead after inspected pallet is complete to be processed in Quality Management System.
- Responsible for making boxes as parts are produced.
- Ensure line clearances are completed including documentation, labels, parts, etc.
- Properly package and label product per Device Master Record(DMR) instruction and associated procedures.
- Follow standard work and clinical Good Manufacturing Practices(cGMP) guidelines and adhere to all safety practices.
- Participate and support in Lean activities and Continuous Improvement events.
- Regular attendance and professionalism.

### **Set/Mechanical Designer**

Ghana Broadcasting Corporation, Ghana

July 2012 to December 2018

- Responsible for idea development for sets for both old and new television programs.
- Drafting and reading program ideas with scenery construction and budgeting allocation for television programs and set requirements.
- Work predominantly on both preliminary designs and final designs. Designs are always in line with company procedure, regulations and client standards, as they provide the foundation for a quality product.
- Work on projects by meeting with project managers, engineers, and clients to understand the needs and requirements for a new product or mechanical system.
- Communicate and liaise with both in house and outside producers for production requirements.
- Supervise, create, retrieve, review, plans and drawings for television productions
- Review plans and drawings and in some cases, apply changes after an already built set.
- Provide models, for example visualization aided by 3D software to a get better understanding on how the set will look after construction
- Liaising with the costume designer and the director of photography, as well as the props, lighting and sound directors.

- Researching art history, background politics, historical information and producing design ideas.
- Reading scripts to identify factors indicating a visual style.
- Provide information to the public regarding guidelines, requirements and procedures in-person and on the phone.
- Hiring and managing an art department team or teams (depending on the size of the production).
- Identifying and assessing potential studios and locations.
- Using AutoCAD/Solidworks software, sketch and draw up designs using input from engineers and architects on the team.

### **Set/ Mechanical Designer**

Multimedia Group (Multi Television), Ghana

April 2011 to June 2012

- Lead Art Director with much emphasis on event visual creation and set design
- 3D Artist for Visual Design contents and advertisement
- Using AutoCAD/Solidworks software, sketch and draw up designs using input from engineers and architects on the team.
- Active participation in workshop for the introduction of virtual sets as a tool to counter high budget.
- As liaison for the graphic and editing departments to make sure that both disciplines speak the same language on screen.
- Preparing budgets for show television productions
- Constant relationship with marketing department and providing set models to attract sponsors
- Introduction of new material and less expensive materials for sets.

### **Mechanical Design Engineer**

Siobhan Interiors, Ghana

April 2010 to March 2011

- Meeting with clients and other tradespeople such as architects or builders to discuss the needs of the client.
- Developing designs according to a brief that are functional, appealing and appropriate for the space.
- Using design software (such as AutoCAD/Solidworks) to create models and visuals.
- Researching and preparing plans, diagrams or sketches for interior constructions, materials, finishes, lighting and furnishing.
- Responsible for presenting projects/models to a project engineer. Approved model/designs will be finalized and sent prints to the production department. Other duties may include reproducing and archiving designs.
- While creating drawings for new products, there is also revision of designs for existing product using customer feedback and data to upgrade, improve or repair other existing machines.
- Submit drawings to upper management and construction teams, along with the engineering team, provide support during the building and installation process, ensuring that the machine is being built properly and according to design specifications.
- Selecting suppliers of materials and labor.
- Estimating costs and submitting quotes for client approval.
- Inspecting and supervising the work of tradespeople to ensure that quality and safety standards, costs and deadlines are met.

### **PROFESSIONAL PROJECTS:**

#### **Ghana Music Awards (2016, 2017, 2019 Editions):**

- Set/Mechanical Designer, Supervising all constructions and budgeting
- The project took two months, i.e. from pre-production and production.
- The Ghana Music Awards is an award scheme that seeks to celebrate Ghana's music and Musicians.

#### **Surflin Activation Shops:**

- Surflin is company that provides 4GLTE internet service
- Designed and supervised all three activation shops.
- All three shops completed within 12 months. Project completion schedule was 18months.

### **Fountain Gate Chapel (Interior Design):**

- Worked as an interior designer for the Headquarters of fountain gate chapel stationed in the Northern part of Ghana.
- As a lead Designer, my 3D model gave my client a vivid interpretation of how the project will look like after completion
- Had a 6-member team which includes, a carpenter, a cladding specialist, an electrician, a production assistant.

### **TECHNICAL SKILLS**

- MS Tools: Microsoft Office (Word, Excel, PowerPoint, Outlook, Access, SharePoint), MS Project Management
- Software Proficiency: SolidWorks, AutoCAD, Pro/Engineering, MATLAB, Product Lifecycle Management (PLM), Product Data Management (PDM), WINCHILL, Corel Draw, Photoshop, Cinema 4D, Sketch Up, Lumion, 3Ds Max, and CREO.
- Ability to understand specifications, tolerances, and units and use standard measurement equipment.
- Knowledge of FDA, OSHA, GMP and ISO 9001 and ISO13485 compliance requirements.
- Some knowledge of ISO13485, ISO 9001:2015, FDA Quality System Regulations, QSR (FDA CFR Part 820), and Medical Device Directives.
- Some knowledge in the use of some Quality tools/methodologies. Working knowledge in organizing and using 5S (Sort, set in order, Shine, Standardize, Sustain) tool.
- Exposed to Lean Manufacturing, Product/Design/Process Validation and Verification.

### **EDUCATION**

National Film and Television Institute, Ghana

June 2009

**Bachelor of Fine Arts in Art Direction (Concentration in Set Design)**