

MICHEAL KWARKO-BOADI

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PROFILE.

Resourceful and impact driven professional with over a decade of experience in project management, stakeholder coordination and community development across Ghana. Proven track record leading multi stakeholder initiatives spanning international development, CSR, gender equality and social impact programmes in collaboration with government agencies, NGOs and civil society organisations. Known for strong reporting, briefing preparation and delivering measurable outcomes in fast paced environments.

SKILLS AND COMPETENCIES

- Project Planning and Implementation
- Stakeholder Engagement and Relationship Management
- Community Development and CSR Coordination
- Reporting, Documentation and Briefing Preparation
- Vendor and Supplier Management
- Cross Cultural Communication and Client Relations
- Budget Oversight and Procurement Management
- Leadership and Team Supervision

EDUCATIONAL BACKGROUND.

- Bachelor of Arts In Communication Studies.
University of Media, Arts and Communications, Accra-Ghana.

REFERENCES.

- Mr. Ernest Boateng, Group CEO - Global Media Alliance.
- Menaye Donkor - Muntari (Mrs.) CEO - Menaye Group.
- Ambassador Ashim Morton, Founder & President - Millennium Excellence Foundation.

Contact Details Upon Request.

PROFESSIONAL EXPERIENCE.

Assistant to Festival Manager

AFROSONIC X | **July 2025 till date.**

- Supports end-to-end planning and on-ground execution of a large-scale music and culture festival initiatives involving multiple stakeholders and collaborative engagements.
- Coordinates with artists, vendors, and technical teams ensuring timely communication and follow-through.
- Prepares schedules, briefing notes, and operational summaries to support leadership decision-making.

Project Manager - Marketing

Orion Real Estate | **December 2024 till date.**

- Supports CEO led business development and marketing across a real estate portfolio managing executive level projects and investor facing communications.
- Coordinates day to day operations including housekeeping oversight, hospitality arrangements and executive administrative support.
- Manages stakeholder engagements, vendor relationships and procurement in support of property management and business growth.

Marketing and Events Manager

YFM Accra (Global Media Alliance) | **Sept. 2023 to Dec. 2024**

- Planned and execution of marketing campaigns for various brands on behalf of Global Media Alliance.
- Commercial management & sponsorship acquisition for events.

PROFESSIONAL EXPERIENCE.

Marketing and Events Manager (Cont.)

YFM Accra (Global Media Alliance) | **Sept. 2023 to Dec. 2024**

- Oversaw event logistics, budgets, and timelines from conceptualization to completion of various events and campaigns.
- Developed strategies to boost audience engagement and brand visibility through on ground activations amongst others.

Project Lead - SIGA Annual Stake Holders Engagement & PELT Awards.
Godiva Medial **September, 2024.**

- Led coordination for a high-level government stakeholders' conference involving state-owned enterprises, regulators, and joint venture partners.
- Supported preparation of briefing materials, event flow documents, and post-event reports for senior executives.
- Managed stakeholder communications and issue tracking under tight deadlines.

Operations Manager.

Menaye Group | Feb 2019 – Mar 2022

- Led planning, coordination and implementation of community development and CSR initiatives in collaboration with government agencies, NGOs and civil society organisations across thematic areas including education, gender equality and social welfare.
- Supported operations across the Menaye Group portfolio including She-y by Menaye, an Italian luxury skincare brand, and Miss Universe Ghana, coordinating procurement, brand operations and stakeholder engagement across all entities.
- Managed stakeholder engagement, compliance reporting and documentation to ensure transparency, accountability and measurable impact across all project activities.

Project Lead — Menaye School of Hope | February 2020 to March 2022

Led a two year community education initiative delivering free quality schooling to underprivileged children in Agona Asafo, coordinating infrastructure support, programme planning and stakeholder engagement across government and civil society partners.

General Manager.

Tea Bar | **December 2018 to May 2019.**

- Directed full operations of Ghana's first tea bar and restaurant concept in Osu, overseeing daily service delivery, staff management and customer experience.
- Managed procurement and supplier relationships including food and beverage sourcing, inventory control and vendor negotiations to maintain quality and efficiency.
- Led and supervised front and back of house teams, setting service standards, staff scheduling and performance accountability.
- Planned and executed promotional events and activations to drive brand visibility, customer engagement and repeat patronage.

Television Producer & Production Manager.

Viasat 1 and Kwesé Africa | **March 2013 to December 2018.**

- Coordinated production of social impact and entrepreneurship focused television programmes addressing community development, youth empowerment and economic growth themes across Ghana.
- Conducted background research, prepared content notes, and supported editorial planning.
- Recognized as Most Hardworking Employee and contributed to multiple award-winning shows.

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SELECTED PROJECT AND EVENTS PORTFOLIO

- Event Coordinator - Jigwe Awards 2017 (Viasat 1 Ghana).
- Event Producer - Jigwe Awards 2018 (Viasat 1 Ghana).
- Project Lead (Operations) - AfroNation Ghana, December 2019.
- Project Lead - World Menstrual Cycle Day Donations, April 2020.
- Project Lead - BigMike & Friends - A Humanitarian Initiative - Covid-19 Donation, August 2020.
- Event Coordinator - Miss Universe Ghana 2021.
- Event Director - Tecno Camon 19 Launch 2022.
- Project Lead - Global Citizen Festival Accra, September 2022.
- Project Lead - Wizkid Live, December 2022.
- Event Commercial Manager - AfroNation Ghana, December 2022.
- Event Director/Producer - Launch, Tecno V Fold, July 2023.
- Event Lead - Embassy of Switzerland Republic Day Soirée, August 2023.
- Event Commercial Manager - Guinness Accravaganza, September 2023.
- Event Commercial Manager - Guinness Accravaganza, December 2023.
- Event Commercial Manager - Planning & Plotting, December 2023.
- Event Commercial Manager - Zaama Disco, December 2023.
- Event Commercial Manager - Uniland Fest, December 2023.
- Event Commercial Manager - NSPPD Ghana Prayer Conference, February 2024.
- Project Lead (YFM) - Arsenal TV Watch Party, February 2024.
- Event Manager - YFM Area Codes, March 2024.
- Event Director - Launch, Tecno Camon 30, April 2024.
- Event Producer - 2024 Annual Policy and Governance Forum (MoF), April 2024.
- Event Manager - West African Music & Art Festival (WAMA FEST 2024) x YFM Area Codes, June 2024.
- Project Lead - 2024 SIGA Annual Stake Holders Engagement, September 2024.
- Project Lead - PELT Awards 2023 & 2024 (SIGA Annual Awards).
- Events Manager - #PINKONY (Breast Cancer Awareness), October 2024.
- Commercial Manager - Zaama Disco, December 2024.
- Project Technical Coordinator - Stanford Seed AI Workshop, August 2025.
- Project Coordinator - KGL Millennium Marathon, September 2025.
- Event Coordinator - Tutukese Festival with Shatta Wale, December 2025.
- Ass. to Festival Director - Afrosen1c X, January 2026.
- Event Coordinator - Ghana Independence Day Run, March 2026.
- Event Coordinator - Ample Leadership "JOURNEYMAN" Stage Play, April 2026.
- Production Lead - World Cup Fans Diaries, January - July 2026.

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COMMUNITY AND DEVELOPMENT PROJECTS

- **Project Coordinator — Viasat 1 Game Changer, Reach for Change Initiative | April 2014**

Coordinated a structured social entrepreneurship programme in partnership with Viasat 1, UNICEF and the EU, supporting young Ghanaian innovators to develop sustainable solutions addressing poverty and community development challenges across Ghana.

- **Project Lead — Menaye School of Hope | February 2020 to March 2022**

Led a sustained two year community education project delivering free quality schooling to underprivileged children in Agona Asafo, overseeing infrastructure coordination, programme planning and stakeholder engagement across a full project lifecycle.

- **Project Lead — Sanitary Pad Donation, Kayayei Accra | April 2020**

Managed end to end delivery of a gender focused humanitarian initiative distributing 2,000 sanitary pads to vulnerable female head porters in partnership with Sincerely Ghana Ltd. Project outcome was formally received by Ghana's Minister of Gender, demonstrating government level stakeholder engagement and measurable impact.

- **Project Lead — World Menstrual Hygiene Day Donation Drive | May 2020**

Planned and executed a community health project mobilising sanitary products and education campaigns targeting young girls across multiple communities to advance menstrual health and hygiene awareness in line with global development priorities.

- **Project Lead — BiggMike and Friends COVID Relief | August 2020**

Conceptualised and led a community humanitarian relief initiative in collaboration with GivebackGhana and Ahaban GLF, coordinating the sourcing, packaging and distribution of essential relief items to vulnerable households in Awoshie and its environs during the Covid pandemic. Managed cross sector partner coordination, community mobilisation and on ground delivery across the initiative.

- **Project Lead — EndPeriodPoverty, SincerelyBRAVE | January 2021**

Led a national advocacy project addressing period poverty in Ghana, coordinating civil society organisations, community groups and development partners to drive policy awareness and access to menstrual health resources.

- **Project Lead — Sister2Sister Campaign, Keta | March 2021**

Coordinated a community driven empowerment project focused on menstrual health and dignity for women and girls, managing community mobilisation and programme delivery across multiple locations.

- **Project Lead — Global Citizen Festival Accra | September 2022**

Contributed to the delivery of Ghana's first ever Global Citizen Festival at Black Star Square, Accra, a landmark international advocacy event that generated over \$2.4 billion in commitments to end extreme poverty, supported by the United Nations, the Government of Ghana, the European Commission and global partners including Accenture, Cisco, Citi and Live Nation.

- **Project Manager — PinkOnY Breast Cancer Awareness Campaign | October 2024**

Managed a multi platform public health project culminating in free breast cancer screening and education for women in Legon, coordinating across health organisations, media partners and community stakeholders to deliver measurable health outcomes.