

# DANIEL ADDOKWEI TETTEH

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## Work Experience

1. **The University of Oklahoma**| Graduate Research Assistant| Jan 2021-Present|
  - Writing of reports and technical papers and preparing presentations.
  - Assist faculty members with material collection for potential publications
2. **Hillton Study Center-Ghana**| Mathematics Tutor| Sept 2018- Jan 2021|
  - Lead Mathematics Instructor for Scholastic Assessment Test (SAT), American College Testing (ACT), International Baccalaureate (IB SL) AND Graduate Management Admission Test (GMAT) Mathematics.
3. **St. Ann's Engineering Consult-Ghana**|Data Entry Personnel|Jul-Aug 2017|
  - Recorded sampled civil engineering data as well-organized excel files

## Education

1. **The University of Oklahoma**| Jan 2021-Jun 2023  
Master of Science (MSc)-Petroleum Engineering (Expected)
2. **Kwame Nkrumah University of Science and Technology-Ghana**| Sept 2013-Jun 2017  
Bachelor of Science (BSc)-Petroleum Engineering  
**GPA-3.80**

## Internships

1. **Environmental Protection Agency (EPA), Ghana**| Graduate Trainee| September 2017-August 2018
  - Helped program officers in the drafting of permits for various purposes from exploration to abandonment for oil companies. (Both Exploration and Production {E n P} and Service companies)
  - Compiled environmental quality monitoring source data for computer entry and analysis.
  - Assisted in the drafting of offshore and onshore regulations for operators in Ghana and reviewing of technical reports.
2. **Ghana National Petroleum Corporation (GNPC)**|Intern |Jun 2015 & Jun 2016
  - Assisted in analysis of engineering data
  - Trained on risk assessment in an occupational environment.
3. **Ghana Ports and Harbors Authority (GPHA)**| Intern|Jul-Aug 2015
  - Serviced fork lifts and other vehicles after travelling a specified distance (in kilometers)
  - Assisted departments secretary with ordering of office supplies and inventory management

## Conferences and Certifications

- SPE Technical Paper Writing Conference, SPE Ghana| **August, 2018**
- SPE Future Leaders Workshop, SPE Ghana| **April, 2018**
- 4-day Course on Offshore Chemical Use Safety| **Sept, 2017**  
(Courtesy of the Petroleum Department at the Environmental Protection Agency under the Norwegian Oil for Development Program)
- Certificate of Achievement| MOOC (OIL & GAS), IFP SCHOOL

## Key Skills and Abilities

- Ability to code in python.
- Ability to in use Microsoft Office Suite (MS-Word, Excel, and Powerpoint) to perform numerous tasks.

## Professional Affiliations

1. **Commonwealths Students Association (CSA)**| Ghana Chapter| Projects Committee Vice Chairman
  - Organized trips to less privileged schools for career talks and donations
2. Society of Petroleum Engineers (SPE) | University of Oklahoma
3. Society of Petroleum Engineers (SPE) | KNUST Chapter, Ghana| Public Relations Officer| **Sept 2014-Sept 2015**
  - Assisted in organization of field trips for students to Oil and Gas companies in the country.

**References-** Would be provided upon request