



BUSINESS OPS. SPECIALIST SR. GODSWAY DORLAH

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GET IN CONTACT

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PERSONAL PROFILE

Godsway is an open minded and hardworking business enthusiast with a background in Project Management, Supply Chain & Logistics Management, Accounting, Business Operations and above all an entrepreneur. He is also very enthusiastic about data analytics and visualization

AREAS OF EXPERTISE

- Account Management and Reconciliation
- Supply Chain and Logistics Management
- Business Operations
- Project Management
- Advance Excel
- Python and Tableau
- Certificate in PowerBI
- Basic SQL and Databases
- Workday
- PeopleSoft
- Asana

OTHER SKILLS AND LEADERSHIP

- The ability to work on multiple projects simultaneously
- Can manage teams of any size
- Ability to work with people from any background
- Detail oriented
- Excellent problem solver
- Youth Ministry president at Emmanuel Methodist Church

EDUCATION HISTORY

THUNDERBIRD SCHOOL OF GLOBAL MANAGEMENT

MBA in Global Digital Transformation | 2020 - 2021

- VP Education - Toastmasters club
- Member, Student Government
- Campus Ambassador
- Dean's circle award

ARIZONA STATE UNIVERSITY

MS in Global Logistics and Supply Chain Management | 2017 - 2018

- Mentor, Mastercard Foundation Scholars
- Director of Finance, Global Logistics Board
- Project Lead, Capstone project

ARIZONA STATE UNIVERSITY

BS in Accountancy | 2014 - 2017

- Member of Global Business Club
- Member of the Finance Club
- Mentor, Mastercard Foundation Scholars Program

PROJECTS

CONSULTING PROJECT

- I lead a team of 6 to build a knowledge management platform for a marketing company in Lima, Peru. I researched all the different tools and policies for creating an effective knowledge management platform. I also created a video demonstrating to the company how to use Microsoft SharePoint, Microsoft Teams and Yammer to achieve results and how to use a reward system to encourage the culture of creating and sharing of knowledge.
- I conducted an industry analysis for Drager, a German manufacturer of personal protective equipment. Drager was looking to start the manufacturing of N95 masks in the US and needed to understand the market as well as all the various industries that consume the N95 masks. **I collected data on all the different industries that consume N95 masks and analyze the size and trend of each industry using Power BI to determine a potential market for Drager.** I also reached out to about 40 companies to understand their purchasing process of N95 respirators.

WORK EXPERIENCE

BUSINESS OPERATIONS SPECIALIST SR.

Arizona State University | 2022 - Present

- Responsible for preparing and managing the department budget of over \$500,000 annually and controlling expenditure in accordance with budget allocation.
- Coordinate and manage events within the department. This includes securing event space, procuring all necessary materials and ensuring that all rules and regulations are in place
- Responsible for creating and managing several department accounts and ensuring that revenue and expenses are being directed to the correct accounts
- Responsible for responding to audit requests and gather documentation for payroll, P-cards, and financial records
- Prepares monthly account reconciliation for audit purposes.
- Responsible for hiring and onboarding new employees.
- Monthly presentation of our financial position to senior management and providing recommendations on areas of expenses that could be cut to make room for more profitable projects.
- Responsible for preparing future fiscal year budget and submitting to central budget office for funding to be allocated to our unit.
- Responsible for processing PeopleSoft transactions such as Payroll Redistribution and Position Accounting.
- I perform some HR functions such as hiring of staff, Faculty associates as well Academic Associates on semester by semester bases.
- Project manager for the center's international project with the Big Red Group in India to provide college level classes to high school students in India.
- I also oversee the development of the Center's new courses through curriculum development using Asana as a project management tool.
- Analyze the department's semester to semester program data using excel and tableau to identify trends, strength & weaknesses, and provide recommendation for improvement in our program offerings. I also use tableau together with excel in creating visualizations that are used in our annual grant reports to our donors.
- I also take the initiative of managing different projects for the department. This include purchasing supplies such as food, snacks and other materials for the event, contacting supplies for equipment rentals, reserving event spaces, emailing invited guests, setting up venue for event as well as cleaning at the end of events.
- Got promoted from BOS to BOS Sr. within one year

PROJECT MANAGEMENT INTERN

Arizona State University | 2018 – 2021

- Process travel reimbursements daily, audit expense reports to ensure policy alignment, approve and route for payment.
- Initiate RFP process with vendors to identify suppliers for heavy equipment purchases; initiate contracts and process purchase orders for approved vendors.
- Actively took charge of learning a new company software (workday) used for processing all university financial documents, trained current work team and onboard new staff within two weeks of hiring staff members.
- Collect data from different units within the department; utilize excel to analyze data and make comparison between past and current expenditure, which is used by supervisor to prepare for the following quarter.
- Responsible for supporting the operations manager with general financial process data entry such as requisitions, supplier invoices, expense reports & transfers, and purchasing card reconciliations.

- Responsible for onboarding new internal and external suppliers into the university's financial management system Manage office inventory to ensure that requisition is created for replenishment as needed.

GRADUATE RESEARCH ASSISTANT

Arizona State University | 2017 – 2018

- Supported department members with administrative, research and academic assistance, reducing workload for faculty members to focus their attention on other pressing assignments.
- Liaised between faculty and students to answer questions and optimize faculty time, building relationships with students and faculty members which subsequently helped improve my own interpersonal relationship skills.

VOLUNTEER TUTOR

Arizona State University | 2016 – 2018

- Motivated students towards learning and studying to build self-confidence and reduce anxiety of failure in math, which resulted in increased student performance in math.
- Supported teacher instructions by discussion concepts and creating custom practice questions. This has helped many students perform exceptionally well on exams and led to about 5% of non-business students taking more business classes.

FOUNDER/CEO

Godsway's Agri House Limited | 2020 – Present

- I have founded a company focused on reducing post-harvest loss in Ghana by adding value to perishable farm produce like Cassava and also providing direct market to local farmers in order to increase their annual income
- My company pitched in both the Thunderbird and Venture Devil pitch competition where we won first place with a total funding of \$25,000.

OPERATIONS ASSISTANT

Jollof King Restaurant | 2018 – 2019

- I was responsible for managing daily operations of the restaurant. This include scheduling workers, observing employee's adherence to food regulations and ensuring supplies are up to date for the day.
- I was responsible for customer satisfaction by making sure I check on customers and answer any questions they might have regarding the menu and other dietary restrictions.
- Ensuring that the restaurant is kept clean at all time and rules of proper food preservations are followed at all times.