

EDMUND SARFO

Digital Media Assistant | Social Media Manager | Virtual Assistant | Research Assistant

Ghana (Open to Remote & Relocation)

Email: amgjahbless2020@gmail.com | Phone: +233 53 836 6485

LinkedIn: linkedin.com/in/edmund-sarfo-8247252b6

PROFESSIONAL SUMMARY

Results-driven Bachelor of Arts student with experience in digital media, content creation, research, customer engagement and Canva. Founder of AMG JAHBLESS, a media brand with 42,000+ followers and 7,800+ published posts. Seeking international remote opportunities.

CORE SKILLS

Social Media Management • Content Creation • Canva • Digital Marketing • Virtual Assistance • Customer Support • Research • Community Management • Microsoft Office • Google Workspace

PROFESSIONAL EXPERIENCE

Founder & Digital Media Manager – AMG JAHBLESS (Jun 2021–Present)

- Built a media brand with 42,000+ followers.
- Published 7,800+ posts.
- Created Canva graphics.
- Managed community engagement.

Sales Assistant – Father and Son Ventures (Sep 2024–Apr 2025)

- Customer service and sales support.

EDUCATION

University of Ghana – Bachelor of Arts (Political Science, Archaeology, Philosophy & Classics), Expected Graduation: 2029

CERTIFICATES

Social Media Optimization (Oze)
House Prefect Leadership Certificate

LANGUAGES

English, Twi