

## ASEBI B. BOFAH

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### AREAS OF EXPERTISE

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|-------------------------------------|---------------------------------------|----------------------------------|
| • Internal Communications Strategy  | • Data Analysis & Visualization       | • Steel and Ductile Iron Casting |
| • Technical Writing & Documentation | • Information Systems & Technology    | • Project Management             |
| • Mineral Processing & Metallurgy   | • Material Testing & Characterization | • Problem-Solving                |
| • Environmental Sustainability      | • Cross-functional Collaboration      | • 3D Modelling                   |

### RELEVANT PROFESSIONAL EXPERIENCE

**Rio Tinto**, Salt Lake City, Utah, USA

*Dec. 2022 – Dec. 2024*

#### **Safety and Operations Communications Specialist** (Contract)

- Created and ensured implementation of a communication plan for a \$300M smelter shutdown, achieving 100% scope completion of 300 maintenance and engineering projects.
- Developed communication strategies to develop, deploy and refine the Rio Tinto Safety Production System (RTSPS) based on Lean Six Sigma principles to optimize productivity, reduce waste and empower over 1000 employees.
- Designed a simplified and modern process flowchart, using EdrawMax and AI tools like Midjourney and Adobe Firefly to improve clarity and effectively outline the complex copper smelting and refining processes.
- Collaborated with leadership and subject matter experts to develop process documentation and standards, email campaigns and promotional materials, improving frontline safety and collaboration.

**Missouri University of Science and Technology**, Rolla, Missouri, USA

*Jan. 2020 – May 2021*

#### **Graduate Research Assistant – Metallurgical Engineering**

- Led technical presentations of research findings to cross-organizational teams from Ford Motors, Ohio State University, and Oak Ridge National Laboratory during monthly collaborative meetings
- Operated sophisticated analytical equipment including SEM/EDX, profilometers, and optical microscopy systems to conduct comprehensive materials analysis
- Developed and delivered training protocols for undergraduate researchers on spectrophotometry, carbon/nitrogen analysis, material preparation techniques, and mechanical testing procedures
- Managed laboratory infrastructure across multiple specialized facilities including foundry, heat treatment, machining, mechanical testing, and sample preparation labs, ensuring equipment functionality and inventory control
- Applied advanced metallographic software to characterize microstructural properties of ferrous materials, providing critical data for cast iron and steel product development

**Minerals Commission**, Dunkwa-on-Offin, Ghana

*Aug. 2017 – Dec. 2018*

#### **Minerals Engineer/District Officer Assistant**

- Monitored mineral exploration and processing activities within the mining industry to ensure compliance with regulatory standards, while upholding quality and sustainability benchmarks.
- Spearheaded digital transformation by creating a digital database to streamline and improve client information management.
- Contributed to the government's sustainability and anti-illegal mining efforts, collaborating with the Ministry of Land and Natural Resources, Environmental Protection Agency and other agencies.
- Led efforts to provide alternative income sources for communities affected by illegal mining, contributing to the government's alternative livelihood initiative.

### SUMMARY OF OTHER PROFESSIONAL AND EXTRACURRICULAR ROLES

- **Communications Intern**, US Borax/Rio Tinto, Boron, California, *June 2022 – Sept. 2022*
- **Marketing and Communications Assistant** (Student Involvement), Missouri S&T, *Feb 2021- May 2022*

- **Graduate Teaching Assistant (Technical Communication)**, Missouri S&T, Rolla, MO, *Aug. 2021 – May 2022*
- **PRO** – Society of Technical Communication (Missouri S&T) Chapter, *Jan. 2021- May 2022*
- **Department Rep** – Council of Graduate Studies (Missouri S&T), *May 2021 – May 2022*

## EDUCATION

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- **Ottawa University, Surprise, AZ**  
**EMBA (IT, Leadership and Innovation specialization)** *expected June 2026*  
 Relevant courses: *Data Analytics, Network Essentials, Database Architecture and Design, System Analytics and Enterprise Management, Cloud Computing, Managerial Finance and Accounting*
- **Missouri University of Science & Technology, Rolla, MO**  
**MSc. Technical Communication** *2021-2022*  
**Material Science & Engineering (completed 18 graduate-level credits and research)** *2020-2021*  
 Relevant courses: *Advanced Metals Casting, Electron Microscopy, Thermodynamics & Phase Equilibria, Materials Kinetics*
- **University of Mines & Technology, Tarkwa, Ghana**  
**BSc. Minerals Engineering** *2013-2017*  
 Relevant courses: *Metallurgical Plant Design & Control, Strength of Materials, Operations Research, Environmental Management & Safety, Process Control & Instrumentation, Mineral & Analytical Chemistry*

## TECHNICAL & SOFTWARE SKILLS

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- **Creative & CAD Software:** Adobe Creative Suite, Canva, Microsoft Office Suite, Sketchup 3D, SolidWorks
- **Web Design and Markup Languages:** HTML, CSS, JavaScript, Markdown, DITA XML
- **Data & Content Management:** Autodesk Vault, MS SharePoint, WordPress, Staffbase, MailChimp
- **Data and Statistics:** SQL, Power BI, Microsoft Excel, Minitab, Tableau
- **Project Management Tools:** Monday.com, Notion, Jira, Confluence
- **Material Science & Metallurgy Software:** ImageJ, FactSage, JMaTPro

## CERTIFICATIONS

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- **Machine Learning**, Stanford University/DeepLearning.AI *expected August 2025*
- **Project Management Professional Certificate**, Google, **July 2025**
- **Sustainability Transformation for Leaders**, LinkedIn Learning, *April 2024*
- **Power BI Essential Training**, National Association of State Boards and Accountancy (NASBA), *Sept. 2022*
- **Digital Manufacturing & Design**, University of Buffalo and The State University of New York, *Sept, 2020*
- **Python Data Structures**, University of Michigan, *July 2019*

## PUBLICATIONS

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- Lekakh, S., **Bofah, A.**, O'Malley, R., Bartlett, L., Godlewski, L., & Li, M. (2023). *Effect of As-cast Surface on Oxidation Behavior of High-Si Ductile Irons*. International Journal of Metalcasting, 1-9.
- Lekakh, S. N., **Bofah, A.**, Godlewski, L. A., & Li, M. (2022). *Effect of micro-structural dispersity of SiMo ductile iron on high temperature performance during static oxidation*. Metals, 12(4), 661.
- Lekakh, S. N., **Bofah, A.**, Osei, R., O'Malley, R., Godlewski, L., & Li, M. (2021). *High temperature oxidation and decarburization of SiMo cast iron in air and combustion atmospheres*. Oxidation of Metals, 95, 251-268.
- *Other publications are available on request.*

## AFFILIATIONS

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- **Member**, Project Management Institute (PMI)
- **Member**, Society of Technical Communication (STC)
- **Member**, Society for Mining, Metallurgy and Exploration (SME)
- **Member**, The Minerals, Metals and Materials Society (TMS)