

## **CURRICULUM VITAE (CV) OF TWUM-BOAMA JESSE**

### **PROFILE**

I am a hardworking Bachelor of Science in computer Science holder with proven good communication skills, good interpersonal relation skills and a good team player able to work with any group of people, organization or institution under any condition. I am ready to work in a challenging and result oriented institution where skills, abilities and knowledge are required with hard work, integrity, excellence, and discipline utilized effectively to achieve the institutional goal.

### **PERSONAL INFORMATION**

Name: Twum-Boama Jesse.

Academic field: Computer Science.

Nationality: Ghanaian

Email Address: [jstylsis@gmail.com](mailto:jstylsis@gmail.com)

Tel. (Mobile): +233 241524617

### **EXPERIENCES**

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#### **Assistant IT officer**

Anglican University College of Technology

December 2023 to date

#### Duties and responsibilities

- Overseeing the installation, configuration, and maintenance of computer hardware, software, and networks.
- Providing technical support to employees, troubleshooting hardware and software issues, and resolving IT-related problems.
- Ensuring regular data backups and implementing data protection measures.
- Planning and executing IT projects, such as system upgrades, migrations, and installations.

#### **National Service Personnel**

Anglican University College of Technology

November 2022 to October 2023

#### Duties and responsibilities

- Performed troubleshooting on networking and connectivity issues to restore connections and network access.
- Troubleshoot devices to identify and solve issues with hardware or software performance.
- Maintain the library collection and resources and also provide customer service for library users.
- Installing, maintaining and repairing hardware and software components for both students and staff.

## **An Intern**

Graceville Medical Centre

September 2021 to November 2021

### Duties and responsibilities

- Collecting patient information, issuing medical files, and processing patient admissions.
- Assessed error root causes, aiding diagnostic checks and performance investigations.
- Assisted supervisors with troubleshooting and technical support tasks.
- Supported IT teams in maintaining company hardware and software systems.

## **Pupil Teacher**

Blue Oak Community School

September 2017 to January 2018

### Duties and responsibilities

- Plan, prepare and present lessons that cater for the needs of the whole ability range within the class.
- Motivate pupils with enthusiastic, imaginative presentation.
- Maintain discipline.
- Prepare and mark work to facilitate positive pupil development.
- Managed student behavior in classroom by establishing and enforcing rules and procedure.

## **EDUCATION**

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- **University for Development Studies** September 2018 to November 2022  
BSc. Computer Science
- **Koforidua Senior High Technical School** September 2014 to June 2017  
West African Senior School Certificate Examination
- **Adventist Preparatory School** 2011 to 2014  
Basic Education Certificate Examination

## **TECHNICAL SKILLS**

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- Computer literacy (Microsoft Office Suite, DBMS)
- Good communication skills (Oral and Written)
- Confident presentation skills
- Good time management skills
- Good organization skills

## **PERSONAL SKILLS**

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- Time management
- Adapt Easily
- Work well under pressure
- Fast learner
- Observant and detail oriented
- Team player

## **REFEREES**

### **Prof. Edward Yellakuor Baagyere**

Dean, School of Computing and Information Sciences  
C. K. Tedam University of Technology and Applied Sciences  
P. O. Box 24, Navrongo, Ghana  
Mobile: 0249990362  
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### **Mr. Enock Ofori**

IT Officer  
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### **Pastor Henry Okyere Donkor**

Chaplain, Barekese Campus  
Seventh-day Adventist Nursing and Midwifery Training College(kwadaso)  
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