

**LENIX AARON FIANU**  
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**PERSONAL INFORMATION:**

DATE OF BIRTH: 1<sup>st</sup> January 2000  
GENDER: Male.  
NATIONALITY: Ghanaian.  
LANGUAGES: English, Ewe and Twi.

**PROFILE:**

Experienced ICT educator proficient in digital literacy and technology integration. Dedicated to fostering engaging learning environments that support student growth. Enthusiastic about applying my skills and collaborating with colleagues to enhance educational experiences.

**EDUCATIONAL BACKGROUND:**

**Ho Technical University, Ho:**  
Higher National Diploma (Computer Science) 2020 to 2023.

**Kpando Technical Institute:**  
National Board for Professional and Technical Examination (Computer System Practice), 2015 to 2018.

**COURSE:**

**GCOM IT Academy, Ho**  
Diploma in Hardware Engineering (A+)

**WORK EXPERIENCE:**

**Pope Francis School and Health Care Center, Tsito Avenyui Camp**

**IT Director, September 2024 - Present**

***Duties:***

- Leading the IT department and overseeing all technology-related operations within the school and health care center.
- Managing and maintaining the IT infrastructure, including network systems, servers, and computer hardware.
- Developing and implementing IT policies and best practices to support the organization's objectives.
- Providing technical support and training to staff and students, ensuring effective use of technology in educational and healthcare settings.
- Coordinating the installation, configuration, and maintenance of software and hardware systems.
- Ensuring data security and compliance with relevant regulations and standards.

- Collaborating with other departments to identify and implement technology solutions that enhance service delivery
- Handling of all the social media platforms and the organization's websites.

### **GCOM Ghana Limited – Intern**

**June 2024 – August 2024**

#### ***Duties:***

- Taught students Microsoft Office Suite, including Word, Excel, PowerPoint, Access, and Publisher, enhancing their comprehensive digital literacy skills.
- Conducted lessons on web development, covering HTML, CSS, and basic JavaScript.
- Learned Internet of Things (IoT) concepts and programming with Python, applying these skills to practical projects.
- Assisted in troubleshooting and maintenance of computer systems, gaining hands-on experience in IT support.

### **GBEKOR SENIOR HIGH SCHOOL – National Service Person**

#### ***Duties:***

- Teaching Fundamentals of Information and Communication Technology (ICT).
- Conducting lessons on Microsoft Office Suite, including Word, Excel and Powerpoint
- Installing and configuring Windows operating systems on school computers.
- Performing diagnostics and troubleshooting for software and hardware issues.
- Conducting repairs and maintenance on computer hardware
- Registering students for the West African Examinations Council (WAEC) exams.

### **THE SEDs INSTITUTE, Sokode Lokoe**

**Head of IT Department November, 2023 to March, 2024.**

#### ***Duties:***

- Led and mentored the IT team, ensuring productivity and alignment with educational goals.
- Oversaw maintenance and optimization of IT infrastructure, supporting the academic environment.
- Provided technical support and facilitated training sessions for students.
- Implemented and manage IT projects that enhance the learning experience.

**SKILLS AND COMPETENCES:**

- Excellent teamwork and coordination skills
- Ability to pay attention to detail
- Proficiency in computer literacy
- Good leadership skills
- Good communication skills
- Excellent interpersonal skills
- Ability to work with minimum supervision

**HOBBIES AND INTEREST:**

Playing E-games

Watching of Animations

Playing Basketball

## **REFEREES:**

1. Dr. Nyamede Etor  
Head Of Department  
Computer Science Department  
Ho Technical University  
0240924765
2. Mr. Gideon Tatagah  
Head Of Department  
Information and Communication Technology Department  
Kpando Technical Institute  
0599299567
3. Mr. Theodore Delali Ahiabor  
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