

EDWIN ADU ADJANOR

Duayeden, Nsawam

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EDUCATIONAL QUALIFICATION AND BACKGROUND

- **BACHELOR OF SCIENCE, INFORMATION AND COMMUNICATIONS TECHNOLOGY**
University of Education, Winneba
September 2018 - October 2022

WORK EXPERIENCE

NATIONAL SERVICE

DATA ENTRY CLERK / IT SUPPORT OFFICER

November 2022 - Date

EMIS Department, Ayensuano District Education Office.

- Assisted ICT coordinator in organizing workshops for teachers on the distribution and use of the Techer Mate 1(TM1) in the Ayensuano district.
- Participated in teacher forum, educational trainings and demonstrations and school visits.
- Monitored and assessed the use of TM1 laptop, identifying and addressing issues promptly.
- Assisted and educated teachers on the Effective utilization of the TM1 laptops.
- Created spreadsheets and forms to collect data from schools for district and regional office use.
- Provided IT support to office staff and other departments at the District Education Office.

ICT TEACHER (Internship)

October 2021 - March 2022

Nsawam Senior High School, Nsawam

- Trained Student on the use of online applications such as Google Classroom, Zoom, etc.
- Assisted staff to setup and organise staff meetings using Teams, Google Meets.
- Prepared form three Students for the WASSCE examinations 2022
- Worked closely with students to help develop practical ICT skills
- Assessed student progress at each session, making recommendations that increased effectiveness of tutoring and lessons
- Helped students review and understand previous lessons to make connection with new lesson.

PERSONAL PROFILE

Nationality:

Ghanaian

Languages spoken:

Akuapem Twi, Dangbe and English

Date of birth:

26th February, 1998

LEADERSHIP EXPERIENCES

- **NASPA – Ayensuano District**
District NASPA Secretary 2022 - 2023
- **TechTalk, Radio WindyBay, UEW**
Host, Panelist and Member 2018 - 2022

KEY COMPETENCIES AND SKILLS

- Good communication and interpersonal relationship skills
- Quick learner and a team player
- Good work ethics and professionalism
- Technology Savvy
- Experienced in information system management.

REFERENCES

- District Director of Education, Coaltar-Ayensuano
Rev. Alexander Narh Amanyia
054 888 1624
- William Okai
ICT Coordinator, District Education Office, Ayensuano
024 943 9017
- Teacher/Lab Administrator, Nsawam Senior High School
Mr Duah Francis
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