

EDWIN ADU ADJANOR

Duayeden, Nsawam

Contacts: +233(0)275996029 / +233(0)505643300

Email: edwinadjanor@gmail.com

<https://www.linkedin.com/in/edwin-adjanor-241707195>

GitHub Profile: <https://github.com/PopAge>

EDUCATIONAL QUALIFICATION AND BACKGROUND

✦ BACHELOR OF SCIENCE, INFORMATION AND COMMUNICATIONS TECHNOLOGY

University of Education, Winneba

September 2018 - October 2022

Nationality:

Ghanaian

Languages spoken:

Akuapem Twi, Dangbe and English

WORK EXPERIENCE

NATIONAL SERVICE

DATA ENTRY CLERK / IT SUPPORT OFFICER

November 2022 – October 2023

EMIS Department, Ayensuano District Education Office.

- Supported administration to create and also generate timely reports for decision making.
- Provided troubleshooting assistance to teachers and office staff who had challenges operating their computing devices.
- Provided IT support to office staff and other departments at the District Education Office.
- Configured and operated office machines such printers, Desk Computers, Wi-Fi Network and any other that required my expertise.
- Collected, Cleaned and Analyzed school enrollment and teacher data for Management decision making.
- Performed regular database backups to secure data.
- Entered text-based and numerical information from source documents

INTERNSHIP

ICT TEACHER

October 2021 - March 2022

Nsawam Senior High School, Nsawam

- Trained form two and three students in the QBASIC, HTML, CSS and Microsoft Applications.
- Trained Student on the use of online applications such as Google Classroom, Zoom, etc.
- Assisted staff to setup and organize 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.

CERTIFICATIONS

- ✦ Introduction to Data Science, CISCO Networking Academy (https://www.credly.com/badges/f4ae92cb0196-4cfa-8e60-7a0f695a9034/public_url) – 2023
- ✦ Full-Stack Nanodegree, ALX-UDACITY (<https://www.linkedin.com/in/edwin-adjanor241707195/details/education/>) – 2022.
- ✦ Introduction to Cybersecurity, CISCO Networking Academy(https://www.credly.com/badges/a5c252c1559a-42cc-b0d6-e97d11752bab/public_url) – 2021

PROJECTS

Full-Stack Nanodegree, ALX-UDACITY

- ✦ Trivia:
 - Demonstrated API development and documentation skills by developing an app to host questions from a range of fields for a game and allow players to test their knowledge by playing the trivia game.
 - Utilized test-driven development for REST API's and implemented tests using unittest.
- ✦ Project Fyyur: Demonstrated SQL and Data modelling skills by creating a site to help coordinate bookings between artiste and venues utilizing PostgreSQL.
- ✦ Coffee Shop: Demonstrated authentication, identity access management and authorization skills by creating a full-stack application for a coffee shop menu

LEADERSHIP EXPERIENCES

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

REFERENCES

- ✦ District Director of Education, Coaltar-Ayensuano
Rev. Alexander Narh Amanyia
054 888 1624
- ✦ Teacher/Lab Administrator, Nsawam Senior High School
Mr Duah Francis
0240254669 / 0270464652