

# Raphael Amponsah

Assistant Lecturer

## Contact

### Address

P. O. Box 527  
Accra, Takoradi

### Phone

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### E-mail

raamponsah@gimpa.edu.gh

## Skills

Team Leadership & Direction

Excellent

Enterprise Resource Planning

Excellent

Policy & Procedure Planning

Excellent

Budget coordination

Excellent

Data Analysis

Excellent

Python | JavaScript

Very Good

PHP

Very Good

Laravel

An academic poised on delivery well-balanced lectures and passionate about imparting knowledge to those he teaches. Has deep interest in contemporary learning technologies and has gained experience in the area of research and teaching over the past years. A team-player and a person has a knack for excellence in delivery of results.

## Work History

2016-01 -

Current

### Assistant Lecturer

*Ghana Institute of Management and Public Administration, GIMPA, Achimota*

- Wrote and modernised Management Information Systems, Business Intelligence, E-Business, IT Project Management course materials, including syllabi, assignments and exams
- Taught diverse student population by employing various learning styles and abilities
- Instructed students using lectures, discussions and demonstrations in E-Business
- Developed and proctored exams to properly gauge information retention and student performance
- Tracked student assignments, attendance and test scores and entered into online database to provide real-time progress monitoring
- Planned lectures based on targeted learning outcomes as assigned by organisational leadership
- Utilised instructional technologies in course delivery for both in-class and online instruction to engage and educate students

2016-02 -

2019-02

### Administrator

*Spark Secretarial And IT Services, Accra, Greater Accra*

- Assessed personnel performance and implemented incentives and team-building events to boost morale
- Assisted in decision-making procedures by creating daily reports to advise business on corrective actions and process improvements
- Adapted to workflow changes and implemented

Very Good

React, React Native, Express

Excellent

MySQL, SQLite, MongoDB  
(NoSQL), Microsoft SQL  
Server 2012

Excellent

NodeJs

Excellent

## Software

Microsoft Word

Excellent

Microsoft Excel

Very Good

Microsoft Powerpoint

Excellent

Microsoft Publisher

Excellent

Microsoft Project

Excellent

Microsoft Visio

Excellent

Quickbooks

Very Good

Adobe Photoshop

Excellent

Adobe Illustrator

Excellent

continuous process improvements to overcome obstacles

- Maximized branding outreach by facilitating marketing initiatives
- Oversaw budget and tracked expenses against plans
- Entered and maintained departmental records into company database using Excel, Quickbooks and self-developed ledger software
- Computerized office activities, maintained customer communications and tracked records through delivery
- Made decisions affecting daily operations such as overseeing purchasing and inventory management
- Codified office structures and processes to promote teamwork and performance
- Maintained accurate, current and compliant financial records by monitoring and addressing variances

2011-08 -  
2014-08

## Personal Administrative Assistant

*University Of Ghana, Legon*

- Responded to emails and other correspondence to facilitate communication and enhance business processes
- Allocated executive tasks and managed complex calendars and administrative functions
- Composed internal memos and external correspondence for senior management and reviewed all documentation to eliminate errors
- Produced highly accurate internal and external letters and memoranda
- Recorded expenses and maintained accounting records in Excel
- Worked with supervisors and management to maintain status reports and update information for students projects
- Created and updated physical records and digital files to maintain current, accurate and compliant documentation

2011-08 -

## Teaching and Research Assistant

Adobe Indesign

Excellent

Adobe AfterEffects

Very Good

- 2014-06

University of Ghana, Accra

  - Supported instructor with test administration, curriculum development and assignment grading
  - Supported student learning objectives through personalised and small group assistance to support classroom instruction
  - Encouraged dynamic and pleasant educational environment by promoting both gentle discipline among peers and students
  - Assisted teachers with supervision and care of group of 600 students
  - Maintained schedule of support services and attended all sessions especially chemistry practicals

- 2010-06 - 2010-09

Quality Control Intern

West African Mills Company, WAMCO

  - Specified quality requirements of raw materials with suppliers
  - Collected production samples regularly and performed detailed quality inspections
  - Estimated financial requirements of new projects
  - Determined quality department standards, practices and procedures

Education

- 2020-current

PHD Student, University of Ghana,

MPhil. Management Information Systems

Ghana Institute Of Management And Public

Dissertation: Explicating user-centered security from the perspective of perceived affordance
- 2014-08 - 2016-06

Bachelor of Science: Chemistry

University Of Ghana - Legon, Accra

  - Dissertation: The Production of Biodegradable Plastic from Cassava Starch for Consumer Packaging by Raphael Amponsah, Johnson K. Efavi, Nana Yaw Samuel, Walter Affo; (Journal of Ghana Science Association, 2012)
- 2007-08 - 2011-05

Science
- 2003-09 -

Science

## Scholarly Publications

› **A semiotic study of lingua-culture of digital paralinguages**

R Amponsah, R Boateng, EA Kolog, AMCIS 2021

**COVID-19 Pandemic: How can the Lessons Learnt Contribute to the Digital Transformation of Schools of Tomorrow?**

› EA Kolog, SB Egala, R Amponsah, SNO Devine, E Sutinen  
 › *International Journal of Technology Enhanced Learning*

**The Production of Biodegradable Plastic from Cassava Starch for Consumer**

› **Packaging**

Raphael Amponsah, Johnson K. Efavi, Nana Yaw Samuel, Walter Affo;

› *Journal of Ghana Science Association, 2012*

## Web Projects

- **Ghana College of Pharmacists Council Website:**  
<http://www.gcpharm.edu.gh>
- **Energy Always Foundation:**  
<https://www.efghana.org/>
- **Prestige Décor:** <http://www.prestige-decor.com/>
- **Presbyterian Website:** <http://pcgchristchurch.org/>
- Upcoming Works Our Lady of Apostles Catholic Church Website A SAAS typical Ghanaian church management system

## Programs Organised and Managed

- Successfully led and creatively organised "**Lovetail 2019 and "2020** a musical concert to raise an amount of GHS70,000.00 for Our Lady of Apostles Catholic Church, Madina without touching internal church coffers. This event drew about 600 to 800 people. All triple constraints of the project was met. This event was deemed successful, thus have been given the nod to organise another in 2021

- Upcoming Drama-fest dubbed "MUSA" written by myself (Raphael Amponsah) which would be acted next year

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## Certifications

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2016-08	MPhil. Management Information Systems
2013-06	Software Development (STDIO Ghana-University of Florida)
2011-06	Chemistry Students Association-University of Ghana
2013-06	Software Development (STDIO Ghana-University of Florida)
2013-04	April 2013 International English Language Testing System
2011-05	Certificate of Honor as the Chief Editor-Chemistry
2008-02	Certificate of Honor as the Chief Editor
2006-07	Secondary Certificate Examination West African Senior University of Ghana (WASSCE)
2003-01	Tour Operators Ghana (TOUGHGA) Certificate (As part of the TOUGHGA competition)
2003-11	Basic Education Certificate Examination (B.E.C.E)

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## Interests

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Photography

Encountering New people

Writing Poems

Reading a lot of articles

Playing Video Games

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## Hobbies

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I love writing poems and drawing

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## References

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- Mr. Clement Ansah  
Cluster Manager  
Southern Central  
Consolidated Bank Ghana (CBG)  
clement.ansah@cbg.com.gh  
+233 244 591 473
- Prof. Gamel O. Wiredu  
Snr. Lecturer, School of Technology  
Head, Quality Assurance, GIMPA  
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gwiredu@gimpa.edu.gh
- Rev. Fr. Wilmer S. Cacao, SMA  
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Queen of Peace Catholic Church  
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