

CURRICULUM VITAE

WILKINS D. TOKPA

SUMMARY:

I am young, hardworking; highly motivated and blessed young man with excellent Information & Communications Technology as well as Computer Science and Applications knowledge with experience. This mentality drive me to be creative and humble to serve humanity.

PERSONAL INFORMATION:

Date of Birth : March 23, 1996
Place of Birth : Paynesville Montserrado county, Liberia
Nationality : Liberian
Phone : +91-805-058-0458/ +112016602105
Email : wilkinsdtokpa@gmail.com
Marital Status : Single

EDUCATIONAL BACKGROUND:

2021-Present : Bachelor of Computer Application (BCA) candidate,
Reva university, India 2024 Batch

2015-2016 High Schol Diploma, Green Pasture School System
Paynesville, Montserrado County Liberia

WORKING EXPERIENCE

2019-2020 : Data Entry/Secretary/Assist. Outreach Director
Building An Outstanding Society Academism
Paynesville, Peace Island Jacob Town
Montserrado County, Monrovia Liberia

Description:

- Manage and provide update on record of the organization
- Monitor (BOSA) Student's Progress with regards to scholarship and student Improvement.
- Alert parents and institutions about upcoming event for (BOSA).
- Manage the entire organization documents such as Diplomas, Certificates, upcoming Events, and Prepare The Spelling Bees Spelling List for All Institution Participating in the Program.

2018-2019 : Volunteer Instructor At (BOSA)
Wesley School System
St. Francis Junction, Jacob Town
Paynesville, Monrovia Liberia

Description:

- Working closely with students during (BOSA) Program.
- Investigator of student's activities in class/on campus
- Evaluator of effectiveness of students' activities in the class room
- Moral Builder of student's behaviors

REFERENCES:

Mr. Alphonso A. Sesay
Founder & CEO at Building An Outstanding Society Academism
Paynesville peace Island Jacob Town
Contact: 0775- 559-559

Mr. Jefferson T. Yarbah
Principal, Wesley School System
Paynesville, St Francis Junction
Contact: 0777-546-464