
YAW FRIMPONG YEBOAH

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Education

UNIVERSITY OF CAPE COAST

Cape Coast, Ghana

Bachelor of Science Information Technology

Sept 2019 – Sept 2023

Relevant Coursework

- Database Administration
- Intelligent Systems
- Web Development
- Object Oriented Programming in Java

INTERCOM PROGRAMMING AND MANUFACTURING COMPANY (I.P.M.C)

Accra, Ghana

Professional Certificate

May 2017 – Oct 2017

Fundamentals to Database Technology

Relevant Coursework

- Structured Query Language
- Oracle SQL
- Microsoft SQL Server

OPOKU WARE SENIOR HIGH SCHOOL

Santasi-Kumasi, Ghana

West Africa Senior School Certificate Examination

Sept 2011 – Oct 2015

Business

Relevant Coursework

- Elective Mathematics
- Accounting
- Business Management
- Economics

Experience

GHANA STATISTICAL SERVICE – ATWIMA KWANWOMA DISTRICT ASSEMBLY

Twedie -Kumasi,
Ghana

Temporary Personnel

Nov 2023 – Feb 2024

- Collection of data from the district.
- Data entry of data unto the district online platform
- Organization of data from various sources in the district
- General clerical duties including printing and photocopying

SOLIDARIDAD WEST AFRICA

Enumerator

- Collection of data from respondents
- Ensuring data accuracy
- Organizing focus-group discussions
- Training of other enumerators

Western North
Region, Ghana

Mar 2017 – June 2017

TECHNOLOGY ENTREPRENEURS IN GHANA (TECH E.I.G)

Administrative Assistant

- Develop and maintain filing systems
- Search for funding opportunities online
- Provide general support to visitors
- Act as the point of contact for internal and external clients
- Maintain contact lists

Dome-Accra, Ghana

Oct 2016 – Jan 2017

UNIVERSITY OF GHANA BASIC SCHOOL (U.G.B.S)

Personal Assistant to Deputy Headmistress

- Receive and direct visitors and teachers
- Coordinate maintenance of office equipment
- General clerical duties including photocopying and printing
- Retrieve documents from filing system and kept records of all staff
- Organize National Service Personnel to undertake an assigned task

Legon-Accra, Ghana

Sept 2015 – Aug 2016

Leadership and Activities

NATIONAL UNION OF BAPTIST STUDENTS (N.U.B.S) - UCC

Assistant Media and Publicity Head

- Design Flyers for various activities of the church
- Publicize the various activities of the church
- Organize trainings for our team members
- Teach our members on various design tools like Photoshop

U.C.C-Cape Coast, Ghana

Jun 2022 – Jul 2023

PEOPLE OF VISION INTERNATIONAL

Creative Arts Ministry Head

Korle-bu - Accra, Ghana

Jan 2019 – Jul 2021

- Lead the choreography team of the church
- Coordinate all the activities of the ministry in the church
- Organize rehearsals for our members

Awards

- Certificate of Service as a Member of the Central Planning Committee (C.P.C) – National Union of Baptist Students (N.U.B.S) Ghana from 2022-2023
- Certificate of Service as an Assistant Media and Publicity Head – National Union of Baptist Students (N.U.B.S) University of Cape Coast from 2022-2023
- Dean's award for Academic Excellence for 2021-2022
- Dean's award for Academic Excellence for 2020-2021
- Dean's award for Academic Excellence for 2019-2020

Skills and Interests

Technical Skills:

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|---------------------------------------|---------------------------------|
| • Mobile Development with Flutter | • Graphic Design with Photoshop |
| • Microsoft Office Suite | • Database Development |
| • HyperText Markup Language (H.T.M.L) | • Python Programming Language |
| • Cascading Style Sheet (C.S.S) | |

Other Skills:

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|-----------------------------|------------------------------|
| • Good Communication Skills | • Critical Thinking Skills |
| • Details Oriented | • Good Organizational Skills |
| • Results Oriented | • Problem Solving Skills |