

ALEX MAWUNYA TAGBOR

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SUMMARY

Dynamic educator and virtual assistant with proven expertise in ICT, Mathematics, and administrative support. I create value in the classroom by integrating technology and robotics to make learning engaging, mentoring students, and leading projects that enhance resources earning recognition in national competitions. As a virtual assistant, I bring efficiency through research, email and calendar management, presentation design, and task coordination, ensuring smooth operations for clients. With strengths in instructional design, digital tools, and problem-solving, I deliver measurable impact by boosting learning outcomes, improving productivity, and supporting organizational growth. Passionate, adaptable, and results-driven, I thrive in education and virtual support.

EDUCATION

Peki College of Education – Volta Region, Ghana

October 2019 - November 2023

WORK EXPERIENCE

Teaching Intern

January 2023 - May 2023

Labolabo D/A basic school

- Identified and mentored tech-driven learners by connecting them to Yamoransa Model Lab 6, expanding their access to ICT and robotics opportunities.
- Led a fundraising initiative to purchase and install a white marker board and graph board for the Basic 8 class.

National Service

March 2024 - February 2025

Ghana Education Service - South Dayi District Office, Volta Region (Yamoransa Model Lab 6 – Peki Avetile)

- Spearheaded a fundraising effort to support learners in building a smart city and hydroponic project, securing a second runner-up position in an ICT/Robotics competition.
- Organized free computing classes for students in the Peki township during vacations.

Lead for Ghana Fellow

October 2024 - Present

Bosomtwe STEM Academy - Jackie

VOLUNTEER ACTIVITIES

President, Association of Math & I.T. Students

August 2022 - 2023

- Led the drafting of constitution and launch of the association.
- Organized educational programs on information security for the college community.

Vice President, Evangelical Presbyterian Students' Union - Peki College of Education

February 2021 - 2023

- Coordinated fundraising efforts to purchase a keyboard and drum set for the union's services

President, Evangelical Presbyterian Students' Union - Peki College of Education

June 2019 - 2021

- Spearheaded a project to raise funds for the purchase of 22 mattresses, initiating a mattress rental business as a sustainable revenue stream for the union

SKILLS

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|---|---|--|
| • Office Suites (Proficient in MS word, Power point, & Google Workspace) – Proficient | • Troubleshooting Computer Problems -Proficient | • Web Development (Proficient in HTLM, CSS, JavaScript Git, & GitHub) – Junior Dev |
| • Leadership & Communication | • Administration work (Email and calendar management, research, presentation design, and task management to enhance client productivity and efficiency. | |

HOBBIES & INTEREST

- Bachelor of Education - ICT/Mathematics JHS specialism - Peki College of Education - 2023
- AI Career Essentials - ALX Ghana - 2024
- Virtua Assistant - ALX Ghana - 2024
- Professional Foundation - ALX Ghana - 2025
- Teaching license - National teaching Council - 2024.

HOBBIES & INTEREST

- Sleeping - I make up for lost sleep by resting for an entire day when I get the chance.
- Travelling - I enjoy exploring new places and experiencing different cultures.
- Coding - I love solving problems through programming and learning new technologies
- Teaching - I find fulfillment in sharing knowledge, mentoring, and creating engaging learning experiences.

LANGUAGES

Ewe - Native English - Fluent

REFERECES

Mr. Valence Doyi Tutor Peki College of Education 0244798065	Mad. Bernice Y. Tsitsia Tutor Peki College of Education 0248770139	Mr. Desmond E. Dzorwoko Manager Yamoransa Model Lab.6 0243450352
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