

# CURRICULUM VITAE

## PERSONAL INFORMATION

Name: **Maxwell Kyei**

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## WORK EXPERIENCE

September 2017 – August 2018

### Teaching Assistant

Ghana Technology University College, Accra (Ghana)  
PMB 100 Accra-North

- Assisted Lecturers in practical classes, supervision of projects, and conducting of examinations.
- Assisted students with their academic works by conducting tutorial sessions and counselling them in other areas of difficulties they may have.
- Assisted in the administrative works at the faculty secretariat.

January 2015 – November 2017

### Tutor/Campus Director

Curious Class, Accra (Ghana)

- Trained and counselled students having difficulties with school works especially in some of the I.T courses such as Web design and Programming
- Analysis, design and development of web applications for clients
- Managed and organized all the various school campuses and send reports back to the President of the Organization.
- Organized events for students in various institutions to showcase their projects on the organization's anniversary (CC booth-camp).

June 2016 – July 2016

### Internship

Dreamoval Limited  
2nd Floor Crystal Plaza Lashibi, Accra (Ghana)

- Worked on a feature of the platform used by the company 'Customer Update'. This feature enables customers to be able to update their records.

June 2015 – Till Date

## Volunteer Work

House of Justice/Mive Legals, Kaduna (Nigeria)

- Assist in design of the organization's website and other graphic works.
- Assisted in organization of counselling sessions for secondary school students.
- Assisted in counseling sessions for secondary school students to help them make the right decisions in choosing a career path and avoid the use of drugs.
- Radio presentation (Youth Voices)
- Assist in organizing the House of Justice yearly Summit and other events.

January 2012 – March 2012

## Web Design Tutor

KITREC Limited, Former NIIT. Kaduna (Nigeria)

- Trained Students on the concepts HTML and CSS, how it works and how it can be implemented.

## EDUCATION AND TRAINING

2013 – 2017

### Bachelor of Science in Information Technology

Ghana Technology University College, Accra Ghana

2009 – 2012

### Diploma Software Engineering

National Institute for Information Technology, Kaduna Nigeria

2012

### West African Senior School Certificate Examination (WASSCE)

Jinie College, Kaduna Nigeria

## PERSONAL SKILLS

Mother Tongue

TWI

Other Languages

English

Hausa

TwI

READING SKILLS	WRITING SKILLS	VERBAL SKILLS
Excellent	Excellent	Excellent
Good	Good	Good
Beginner	Beginner	Beginner

Communication skills

- Excellent communication skills acquired through my experience as a teaching assistant, campus director, tutor, and youth president for the organization at church.
- Able to reach out to other team members during project works as a result of my experience gained as team leader as an undergraduate.

## Organizational/ Managerial Skills.

- Whilst working at Curious Class I helped organize Curiosity Camp for the various campus groups which was aimed at getting all the campus groups together to network and share ideas as well as showcase innovative projects.
  - During my time as an undergraduate, I helped organized and managed a 4- weekend tutorial class series on web design.
- Also assisted in organizing a yearly event program held by the law firm – House of Justice for its Summit.

## Computer Skills

- Knowledge and competent use of Microsoft Office Applications
- Knowledge on the use of the PHP, HTML, CSS, MySQL, SQL Workbench, SQL Server (for database manipulation), C++ and Visual Basic Programming languages.
- Analysis and design of databases and user interface.
- Knowledge in the use of Adobe Dreamweaver, Bracket, Sublime Text and Notepad++ for web applications and analysis.
- Knowledge and use of Adobe Photoshop for graphics design.
- Effective time management in computer works and self-discipline.
- Experience with Java
- Experience with the use of Arduino for basic project prototypes

## Other Skills and Competences

- Good communication skills.
- Have good managerial skills and high sense of integrity
- Have good leadership application skills to organize and ensure tasks are done in due time.
- Good interpersonal skills
- Good maintenance skills
- Have a good sense of observing and analysis for making logical decisions.

## Interest/Hobby

- Listening to music
- Enjoy listening to the news to know what is happening in other places around the world
- Watching Movies, Documentaries and Reading to get more information and expand my knowledge.

## ADDITIONAL INFORMATION

### References

- Mr. Jonathan Kormi Korto  
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Phone No: (+233) 20 054 8325  
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- Mr. Micah Akati, Founder, CEO  
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