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## **SKILLS / COMPETENCIES**

- **COMPUTER AND PROGRAMMING SKILLS:**

I have various computing skills in the use of Microsoft office applications, online networking, adobe products (Photoshop, Premier, Flash, Dreamweaver). I also majored in Advanced Software Development and Advance Database Management System and have competencies in the use of various Programming languages (C++, java, Android, VB.net and action scripts), Web Design (HTML, CSS (Bootstrap), JavaScript (ReactJS) and asp.net) and Database Management System (Microsoft SQL, MySQL and SQLite).

- **TEACHING SKILLS:**

Use wide array of teaching methodologies, prepare adequate teaching-learning materials for teaching learning sessions, good classroom management skills, good assessment skills, fair and firm, good teacher-student relationship. Good research skill in order to learn new things and adapt to meet requirement.

- **PERSONALITY:**

Excellent in Communication, Dynamic and Team player, Multitask Oriented, Strong Analytical Skills with ability to apply development knowledge into programs, reviews documentation and implementation, Ability to work with minimum or no supervision, ability to work under pressure and deliver, and dedicated to work.

## **ACADEMIC QUALIFICATION**

<b>INSTITUTION</b>	<b>COURSE/QUALIFICATION</b>	<b>YEAR</b>
University of Education Winneba	MPhil. ICT in Education (expected)	ongoing
University of Education Winneba	B.Sc. ICT in Education	2012 - 2016
Wesley College of Education	Diploma in Basic Education	2004 - 2007
Armed Forces Secondary Technical School.	General Arts/SSSCE	1999-2002
Don Bosco Junior Secondary School	Basic Education/BECE	1995 - 1999
Gondar Barrack Basic School	Basic Education	1994-1995\

## **LICENSES & CERTIFICATIONS**

1. Android App Components - Intents, Activities, and Broadcast Receivers Android App Components - Intents, Activities, and Broadcast Receivers  
Coursera  
Issued Aug 2021 Issued Aug 2021  
Credential ID QPU5KA3QSKM4
2. Java for Android Java for Android  
Coursera  
Issued Aug 2021 Issued Aug 2021  
Credential ID X7MD9939X9BZ
3. C for Everyone: Structured Programming C for Everyone: Structured Programming  
Coursera  
Issued Feb 2021 Issued Feb 2021  
Credential ID 2K3ZBZAS3A7G
4. C for Everyone: Structured Programming C for Everyone: Structured Programming  
Coursera  
Issued Feb 2021 Issued Feb 2021  
Credential ID LUQZUZ9S6R9H

## **WORK EXPERIENCE(S)**

### **1. NTC - Upskill@Instill Master Trainer (part time)**

Institutions:

- a) National Teaching Council
- b) Instill Education

From: 24<sup>th</sup> February, 2022

To: present

Duties:

- a) Create WhatsApp Platform form assigned participants.
- b) Orient participant on their chosen/assigned module on the Upskill@Instill portal.
- c) Support participants with tutorials on how to perform certain task in their portal.
- d) Guide participants to complete their registration on the portal.
- e) Provide feedback on participant difficulties.
- f) Assist and guide participants to complete their chosen/assigned module.
- g) Assist and guide participants to access their certificate and CPD points upon completion.

## **2. Industry expert Content Developer - Temporal**

Institutions:

- a) Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)
- b) Technical and Vocational Training Education – Ghana
- c) Council for Technical and Vocational Education and Training (COTVET)
- d) #eSkill4Girls

From: 14<sup>th</sup> January, 2019

To: 18<sup>th</sup> January, 2019

Duties:

- Brainstorm on the duties of a Software Developer
- Assist in the development of the DACUM Research Chart Document
- Assist in the development of the COTVET Document
- Assist in the presentation and review of each documents developed above

## **3. Elective ICT Online Content Developer – Part Time**

Institution: Centre for National Distance Learning and Open Schooling (CENDLOS), Accra – Ghana.

From: 1<sup>st</sup> January, 2017

To: Ongoing.

Duties:

- Write detailed lesson notes on each topic of the Elective ICT Syllabus for Senior High Schools in Ghana
- Set Quiz questions for each lesson note prepared
- Develop interactive stories to be designed by the CENDLOS programmers for each lesson notes prepared.
- Review work done by other group members.

## **4. West African Examination Council (WAEC) Assistant Examiner for ICT BECE – Part Time**

West African Examination Council, Accra – Ghana

From: 1<sup>st</sup> February, 2017

To: Ongoing

Duties:

- Review marking scheme during coordination
- Mark scripts according to marking scheme

- Maintain a fair and firm attitude toward each script
- Maintain accurate record of marks and number of scripts

#### **5. West African Examination Council (WAEC) Assistant Examiner for ICT WASSCE – Part Time**

West African Examination Council, Accra – Ghana

From: 1<sup>st</sup> February, 2017

To: Ongoing

Duties:

- Review marking scheme during coordination
- Mark scripts according to marking scheme
- Maintain a fair and firm attitude toward each script
- Maintain accurate record of marks and number of scripts

#### **6. West African Examination Council (WAEC) Invigilator – Part Time**

Institution: West African Examination Council, Accra – Ghana

From: 1<sup>st</sup> February, 2017

To: Ongoing

Duties:

- Maintain a quiet and conducive atmosphere for examination
- Detect and/or prevent any form of examination malpractice
- Distribute and collect examination questions and answers

#### **7. ICT Teacher – Permanent**

Institution: Ghana Education Service – Fafraha Community Senior High School, Adentan – Accra

From: 1<sup>st</sup> September, 2016

To: Ongoing

Duties

A. Teaching:

- Prepare Lesson plans, notes and learning materials for each class session.
- Conduct lesson delivery
- Give and mark exercises
- Prepare and mark examination questions
- Fill and complete continuous assessment form

- Fill aspect of report cards
- Supervise students during morning general cleaning, break time, planned excursion and sporting activities
- Conduct morning and closing assemblies.

**B. ICT Head of Department**

From: 1<sup>st</sup> September, 2016

To: Ongoing

- Report to Headmaster on the monthly happenings in the department
- Plan and organize activities for the departments.
- Oversee the maintenance of the computer laboratory
- Review lesson note and assessment prepared by teachers in the ICT department
- Delegate duties to teachers in the ICT department
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**8. Web/Software Developer: Part Time**

Institution: Flair Technologies, Winneba – Ghana

From: 1<sup>st</sup> January, 2015

To: ongoing

Duties:

- Participate in user requirement gathering
- Set up development environment
- Participate in software document generation
- Develop software/web using appropriate and best practice codes / markup languages
- Participate in software test
- Identify and resolve software bugs
- Participate in training user of software/web
- Participate in the migration of older apps to current and improved technologies

Software Developed:

- Vacation School Management System
- Accra Metropolitan Assembly E-Toll System App
- Online Payment System
- School management System
- Hospital management system

## **9. Teaching Assistant (Internship) – Temporal**

Institution: University of Education, Winneba – Ghana.

From: 1<sup>st</sup> August, 2015

To: 30<sup>th</sup> March, 2016

Duties:

- Assist students in the computer lab during lectures
- Assist Lecturer with marking and recording of scores for quizzes and assessments
- Research, prepare and teach given topics
- Participate in scoring student's presentations
- Participate in data collection and analysis for lecturer's research work.

## **10. Information and Communication Technology (ICT) Teacher – Temporal (Attachment)**

Institution: Armed Forces Senior Technical School, Burma-Camp, Accra – Ghana

From: 8<sup>th</sup> January, 2013

To: 30<sup>th</sup> March, 2013

- Prepare Lesson plans, notes and learning materials for each class session
- Conduct lesson delivery
- Give and mark exercises

## **11. Sport master – Full time**

Institution: Kwasi Ansah M/A JHS, Kwasi Ansah, Ghana

From: 1<sup>st</sup> September, 2010

To: 30<sup>th</sup> July, 2012

Duties:

- Organize and manage training equipment
- Supervise the Maintenance of training field
- Conduct training sessions (soccer, volley ball, net ball and athletic activities)
- Planning of sport activities trips (feeding and wellbeing of athletes)
- Provide emotional, counselling and physical supports to student athletes.

## **12. French, English, RME and ICT Teacher – Full time teacher**

Institution: Kwasi Ansah M/A JHS, Kwasi Ansah, Ghana

From: 1<sup>st</sup> September, 2007

To: 30<sup>th</sup> July, 2012

Duties:

- Prepare Lesson plans, notes and learning materials for each class session
- Conduct lesson delivery
- Give and mark exercises
- Prepare and mark examination questions
- Manage computer lab
- Fill and complete continuous assessment form
- Fill aspect of report cards
- Supervise students during morning general cleaning, break time, planned excursion and sporting activities
- Conduct morning and closing assemblies.

## **13. French / ICT Teacher – Teaching Practice (Full time)**

Institution: Abankurom Basic School, Abankurom-Ejisu, Ghana

From: 1<sup>st</sup> September, 2006

To: 30<sup>th</sup> July, 2007

Duties:

- Prepare Lesson plans, notes and learning materials for each class session
- Conduct lesson delivery
- Give and mark exercises
- Prepare and mark examination questions
- Manage computer lab
- Fill and complete continuous assessment form
- Fill aspect of report cards
- Supervise students during morning general cleaning, break time, planned excursion and sporting activities
- Conduct morning and closing assemblies.

#### **14. French Teacher – Full Time Teacher**

Institution: Uncle Rich Preparatory School, Winneba, Ghana

From: 1<sup>st</sup> September, 2003

To: 30<sup>th</sup> July, 2004

Duties:

- Prepare Lesson plans, notes and learning materials for each class session.
- Conduct lesson delivery
- Give and mark exercises
- Prepare and mark examination questions
- Fill and complete continuous assessment form
- Fill aspect of report cards
- Supervise students during morning general cleaning, break time, planned excursion and sporting activities
- Conduct morning and closing assemblies.

#### **PROFESSIONAL/IN-SERVICE/WORKSHOP ATTENDED**

##### **1. Theme: Connecting Classroom, Professional Development for Teachers**

Institution: British Council

From: 4<sup>th</sup> January, 2019

To: 6<sup>th</sup> February, 2019

Skills/Concepts Reviewed:

- An Introduction to Core Skills for Teachers

##### **2. Theme: Lesson Notes Preparation and Delivery**

Institution: Fafraha Community SHS

From: 5<sup>th</sup> February, 2019

To: 5<sup>th</sup> February, 2019

Skills/Concepts Reviewed:

- Lesson Note Preparation
- Teaching and learning Activities



3. Theme: Improving Teaching and Learning of Mathematics at Fafraha Community SHS

Institution: Fafraha Community SHS

From: 5<sup>th</sup> April, 2019

To: 6<sup>th</sup> April, 2019

Skills/Concepts Reviewed:

- Mathematics Methodology

4. Theme: Creating a Well-Balanced Individual – The Role of the Teacher

Institution: Fafraha Community SHS

From: 12<sup>th</sup> January, 2018

To: 12<sup>th</sup> January, 2018

Skills/Concepts Reviewed:

- The Education Act 778 & Education (Amendment) Act 802
- The Vision, Mission & Core Values of the School
- School Organisational Chart
- Job Description of a Subject Teacher in SHS / Staff Appraisal
- Lesson Preparation & Lesson Plan

5. Theme: Training Workshop for SHS ICT Teachers of Ghana Education Service

Institutions:

- Ghana Education Service
- Academic City College

From: 4<sup>th</sup> July, 2017

To: 4<sup>th</sup> August, 2017

Skills/Concepts Reviewed:

- Computer Fundamentals
- Microsoft Office
- Internet Applications
- Programming with VB.NET
- Web Design (HTML & CSS)
- Database Administration

## 6. Theme: Orientation and Capacity Building

Institution: National Council for Curriculum and Assessment (NaCCA)

From: 2<sup>nd</sup> May, 2017

To: 3<sup>rd</sup> May, 2017

Skills/Concepts Reviewed:

- Classroom Management and effective Lesson Delivery
- Leadership for Learning
- School-Based Assessment
- Test Item writing

### SOFTWARE DEVELOPED

#### 1. **Program Name:** Library Survey Data Collection System

**Programming Language:** C++

**IDE used:** Dev C++

**Year:** 2013

**Short Summary of functionality:** The program:

- a. presents candidate a series of questions.
- b. collect user answers.
- c. display analysis of answers for each question in a text document.

**My Role in the Development:** I participated in the requirement gathering and analysis of the program, algorithm design for each module of the program, and coding of the program.

#### 2. **Program Name:** Quiz Software

**Programming Language:** Visual Basic .NET

**IDE used:** Visual Studio

**Year:** 2014

**Short Summary of the Program:** The program is used by three main users:

- a. The Admin who controls the general and specific setting of the program such as adding, updating or deleting users, reset login authentication of users, etc...
- b. The test setter (teacher) who sets, updates or deletes questions, mount questions, set durations etc...
- c. The test taker (student) who take or attempts mounted quizzes, view scores, send and receive messages to test setter...

**My Role in the development:** I participated in the requirement gathering and analysis of the program, algorithm design for each module of the program, and coding test taker's module of the program.

3. **Program Name:** Java Tutorial Software (collaboration)

**Programming Language:** Java

**IDE used:** NetBeans

**Year:** 2014

**Short Summary of the Program:** A program that contains learning materials for how to code in JAVA. These consist of Text Notes, Video and games.

**My Role in the development:** I participated in the requirement gathering and analysis of the program, algorithm design for each module of the program, and coding the game module of the program.

4. **Program Name:** Human Digestive System Tutorial Software

**Programming Language:** Action Scripts 3.0

**IDE used:** Adobe Flash CC

**Year:** 2014

**Short Summary of the Program:** A program that contains an interactive design of the human digestive system. Each part of the digestive system is clickable and contain furth note on it. The notes are in both text and audio.

**My Role in the development:** I participated in the requirement gathering and analysis of the program, algorithm design for each module of the program, and coding the game module of the program.

5. **Program Name:** Hospital Management System (collaboration)

**Programming Languages:** ASP.NET, SQL Server, HTML, CSS

**IDE used:** Visual Studio

**Year:** 2015

**Short Summary of the Program:** This program consists of several modules:

- a. The Admin Module
- b. The File / NHIS Module
- c. OPD Module
- d. Consultation Module
- e. Laboratory Module
- f. Pharmacy Module
- g. Financial Module

**h. Audit Module**

**My Role in the development:** I participated in the requirement gathering and analysis of the program, algorithm design for each module of the program, and coding the game module of the program.

**6. Program Name:** Managing Your Finance Tutorial Software

**Programming Language:** Action Scripts 3.0

**IDE used:** Adobe Flash CC

**Year:** 2015

**Short Summary of the Program:** This is interactive software that assists the learner to learn about a specific primary six Social Studies topic “Managing your finance”. It contains text notes as well as videos of hearing-impaired students.

**My Role in the development:** I participated in the requirement gathering and analysis of the program, algorithm design for each module of the program, and coding the program.

**7. Program Name:** Online Payment System (Easepay)

**Programming Language:** Android xml, Java, MySql, Php, HTML, CSS

**IDE used:** Android Studio

**Year:** 2016

**Short Summary of the Program:** This is made up of two platforms: An android end-user program and an Administration System. The android application enables users to send and receive money. It provides them with a list of a pre-registered merchant to who they can make payment to. The Administration system enables the administrator to manage users and merchants, view transaction logs and view and respond to messages sent from the android platform.

**My Role in the development:** I performed all requirement gathering and analysis of the program, algorithm design for each module of the program, and coding the program.

**8. Program Name:** Online Student Portfolio

**Programming Language:** Php, MySql, HTML, CSS

**IDE used:** Sublime Tex 3

**Year:** 2016

**Short Summary of the Program:** This online system provides an interface for users (students) to upload, manage and share their project works, view others post and like or comment on them.

**My Role in the development:** I performed all requirement gathering and analysis of the program, algorithm design for each module of the program, and coding the program.

9. **Program Name:** Vacation School Management System

**Programming Language:** VB.NET, Ms. Access

**IDE used:** Visual Studio, Microsoft Access

**Year:** 2017

**Short Summary of the Program:** This program enables the administrator to add, update and delete students' information.

**My Role in the development:** I performed all requirement gathering and analysis of the program, algorithm design for each module of the program, and coding the program.

10. **Program Name:** AMA E-Toll System (Mobile app)

**Programming Language:** Android, Java, php

**IDE used:** Android Studio, Sublime Text 3

**Year:** 2017 - 2018

**Short Summary of the Program:** This android application, enables the user to generate and print tickets (tolls). It works both online and offline. When the device is put online, it automatically sends updates of all transaction done offline to the company's database.

**My Role in the development:** I assisted in the requirement gathering and analysis of the program, algorithm design for android module of the program, and coding the android program.

11. **Program Name:** My ICGC App (Android Mobile App)

**Programming Language:** Java and Android xml.

**IDE used:** Android Studio.

**Year:** 2019

**Short Summary of the Program:** This program enables the user to view the important announcement and upcoming events, make donations and watch videos stream of the church activities.

**My Role in the development:** I assisted in the requirement gathering and analysis of the program, algorithm design for android module of the program, and coding the android program.

12. **Program Name:** Staff Attendance App (Android Mobile App)

**Programming Language:** Kotlin, Android xml, Sqlite Db

**IDE used:** Android Studio,

**Year:** 2021

**Short Summary of the Program:** This program assists the security personnel to take staff attendance for the various work shift and then provide summary of attendance.

**My Role in the development:** I performed requirement gathering and analysis of the program, algorithm design for android module of the program, and coding the android program, testing and implementation as well as upgrade of software functions and features.

13. **Program Name:** Stock Management System (Desktop App)

**Programming Language:** C#, SQL

**IDE used:** Visual Studio,

**Year:** 2021 - ongoing

**Short Summary of the Program:** This program assists the stock manager to take stock of all products as well as track their distribution to various branches.

**My Role in the development:** I performed requirement gathering and analysis of the program, algorithm design for android module of the program, and coding the android program, testing and implementation as well as upgrade of software functions and features.

14. **Program Name:** online Hotel booking system Website

**Programming Language:** HTML, CSS (bootstrap), Javascript / Ajax, Php, Sqlite

**IDE used:** Visual Studio code,

**Link:** <https://providenceresidences.000webhostapp.com>

**Year:** 2022

**Short Summary of the Program:** a website that allow client to book a room in a hotel. It also provides a platform for staff to login and manage rooms available.

**My Role in the development:** I assisted in the requirement gathering and analysis of the system, algorithm design, developing both front end and back end, testing and implementation as well as upgrade of functions and features.

## **AWARDS**

<b>INSTITUTION</b>	<b>AWARD</b>	<b>YEAR</b>
University of Education, Winneba	Outstanding L400 ICT Student – Academic	2016
University of Education, Winneba	Best ICT Student – Academic (Departmental Award)	2015/16
University of Education, Winneba	Best ICT Student – Academic (Departmental Award)	2014/15
University of Education, Winneba	Best ICT Student – Academic (Departmental Award)	2013/2015
Wesley College of Education	Best Class Student	2005/2006
Don Bosco Junior High School	Best Boy Student	1997/1998
Don Bosco Junior High School	Winner of inter-schools Science Corner Quiz	1996/1997

## **LEADERSHIP EXPERIENCE**

<b>INSTITUTION</b>	<b>POSITION</b>	<b>YEAR</b>
Fafraha Community SHS	Head of ICT Department	2016+
Fafraha Community SHS	Form Master	2018+
Fafraha Community SHS	House Master	2017 – 2018
Kwasil Ansah M/A Junior High School	Sport Master	2010 - 2012
Armed Forces Senior Technical School	Library Prefect	2001-2002
Don Bosco Junior High School	Class Prefect	1998-1999

## **PERSONAL DETAILS (Additional Information):**

**DATE OF BIRTH:** 18/01/1981

**LANGUAGE SPOKEN:** English, French and Fante

**NATIONALITY:** Ghanaian

**MARITAL STATUS:** Married

**PLACE OF BIRTH:** Winneba

**HOME TOWN:** Winneba

**RELIGION:** Christianity

Reading, Watching Movies, Programming, Playing Video Games, Playing Volley Ball and Swimming.

## **REFEREES**

Will be provided upon request.