

CURRICULUM VITAE

OBJECTIVE

To become a child advocate and enable me unearth my leadership skills and knowledge to contribute to the achievement of the Vision and Mission of tertiary institution in a manner that will make me more useful to the sector and the society as a whole.

KEY SKILLS

- Remarkably well organized with track record of creativity, ability to work under pressure and with minimum instruction and supervision
- Excellent interpersonal, intercultural, writing and oral communication skills
- Result oriented
- Very much believe in team work but with exceptional ability to work independently
- Adjust quickly to changes
- Proficient in Microsoft Office

EDUCATION

Period	Academic Grade	Institution and Place
<i>2018-up-to-date</i>	M.Phil. Early Childhood Education	University of Education, Winneba (North Campus), Ghana
<i>2015-2016</i>	M. Ed. Educational Administration and Management	University of Education, Winneba Winneba (North Campus), Ghana
<i>2010 - 2014</i>	B. Ed. (Hons.) Early Childhood Education	University of Education, Winneba Winneba (North Campus), Ghana
<i>2004-2007</i>	WASSCE	Wenchi Sec. Sch. Wenchi
<i>2001-2004</i>	BECE	Wenchi L/A Model 2'C'

WORK EXPERIENCE

Job Title	Employer, Place and Key Responsibilities
Tutor 2021-up-to-date	<i>Al-Faruq College of Education Department of Education</i>
Assistant Secretary 2018-up-to-2020	<i>Al-Faruq College of Education Quality Assurance Unit</i>
Tutor 2016-2018	<i>Al-Faruq College of Education Department of Education</i>
Assistant Lecturer 2016-up-to-date	<i>Institute for Educational Development and Extension / Center for Distance Education, Techiman-Study Center (Early Childhood Department)</i> <i>Responsibilities;</i> <i>Lecture the below courses</i> <ul style="list-style-type: none">• <i>Project work Supervisor</i>• <i>Historical Foundations of Early Childhood Education</i>• <i>Contemporary issues in Early Childhood Education</i>• <i>Management and Administration of Early Childhood Education</i>• <i>Professionalism and the Early Childhood Educator</i>
Tutor 2015-2016	<i>Institute for Educational Development and Extension / Center for Distance Education, Techiman-Study Center (Early Childhood Department)</i> <i>Responsibilities;</i> <i>Lecture the below courses</i>

	<ul style="list-style-type: none"> • <i>Historical Foundations of Early Childhood Education</i> • <i>Contemporary issues in Early Childhood Education</i> • <i>Management and Administration of Early Childhood Education</i> • <i>Professionalism and the Early Childhood Educator</i>
Teaching Assistant 2015-2016 (Practicum)	<p><i>Sunyani Polytechnic (Commercial Studies Department) Sunyani</i></p> <p><i>Responsibilities;</i></p> <p><i>Lectured the below courses</i></p> <ul style="list-style-type: none"> • <i>Management and Organization (I) HND Computer Science</i> • <i>Management and Organization (II) HND Mechanics</i> • <i>Marking of scripts</i> • <i>Recording of marks</i>
Teaching Assistant (National service) 2014-2015	<p><i>Berekum College of Education, Berekum (Education Department)</i></p> <p>Directly responsible for:</p> <ul style="list-style-type: none"> ➤ <i>Lecturing the second year classes (10)</i> ➤ <i>Designing the departmental time table</i> ➤ <i>Marking of scripts</i> ➤ <i>Recording of marks</i>

LANGUAGE

- Mother tongue: Asante Twi
- Written and spoken English,

Hobbies: reading, watching documentaries, researching and writing

Seminars:	Right to Play	2016
	Spring-Board Road Show	2013

Leadership Roles
Security Officer

Awarding Institutions with Dates
Al-Faruq College of Education- 2018 Up to date

OSEI ANTHONY AFFUM

P.O.BOX 146, WENCHI
BONO REGION
tonnyaffum14@gmail.com
+233202550339 / +233542463301

<i>Health and Environmental Officer</i>	<i>Al-Faruq College of Education- 2017-2018</i>
<i>Hall Counselor</i>	<i>Al-Faruq College of Education- 2017-2018</i>
<i>Unit Head (Edu. Dep't)</i>	<i>Al-Faruq College of Education- 2017-2018</i>
<i>Dean of Students' Affairs</i>	<i>Al-Faruq College of Education- 2016-2017</i>
<i>M.I.C. of Berekum College of Edu. Cadet</i>	<i>Berekum College of Education-2014-2015</i>
<i>Ghana Youth Aids Society (Chief Justice)</i>	<i>University of Education, Winneba-2014</i>
<i>Simpa Hall Diaspora Coordinator</i>	<i>University of Education, Winneba-2013</i>
<i>Dep. Electoral Commissioner (BASU)</i>	<i>University of Education, Winneba-2013</i>
<i>Air force Cadet (Ag. Flag Commander)</i>	<i>University of Education, Winneba-2013</i>
<i>Cadet Commander</i>	<i>Wenchi Sec. Sch. Wenchi-2007</i>
<i>Second in Command</i>	<i>Wenchi Sec. Sch. Wenchi-2006</i>
<i>Cadet Sergeant Major</i>	<i>Wenchi Sec. Sch. Wenchi-2005</i>

PAPERS WRITTEN

Unpublished

- Assessment practices of Kindergarten teachers among the Tano-South Municipality Inclusive School. (A case study at St. Joseph College of Education Practice School)-ongoing
- The impact of Human Resource Management on Academic Performance in Private Basic Schools, (2016). A study in the Tano-South Municipality. University of Education, Winneba.
- Using Pre-writing Activities to improve upon the handwriting skills of kindergarten two (2) Oleander pupils of Kiddies Paradise Pre-School, (2014). A study in the Sunyani Municipality. University of Education, Winneba.

OSEI ANTHONY AFFUM

P.O.BOX 146, WENCHI
BONO REGION
tonnyaffum14@gmail.com
+233202550339 / +233542463301

Projects

2017/2018 Inter-kindergarten Quiz Competition, Wenchí Municipal of the Brong-Ahafo
Region of Ghana.

REFEREES

Mr. Wahab Sualihu

Principal

Al-Faruq College of Education

Wenchí, Bono Region,

Ghana

Tel: 0248788169

Rev. Dr. Francis Adjapong

Head Pastor

SonLife Int'l Ministries

Sunyani, Bono Region,

Ghana

Tel: 0209190046 / 0552516483

Rev. Dr. Samuel Oppong-Frimpong

Post-Graduate Coordinator

University of Education, Winneba

*Department of Early Childhood
Education*

Winneba, Central Region, Ghana

Tel: 0242101523