

## 1.0 PERSONAL DETAILS

NAME: VICTORIA BOAFO

NATIONALITY: GHANAIAN

DATE OF BIRTH: 15TH JULY, 1985

GENDER: FEMALE

MARITAL STATUS: MARRIED

PLACE OF BIRTH ADANSI AYAASI

## CONTACT INFORMATION

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## 2.0 CAREER OBJECTIVES

My career as a college Tutor has led me to specialize in Data Management, Networking and Management Information System. I have over the years been working with various classes of people. As a Tutor now and once an assistant Management information systems coordinator SSNIT, I have had enough experience in Lecturing, dealing with reports, managing databases and information.

I seek to accomplish a common goal, understanding of professional, ethical, legal, security and social issues and responsibilities to communicate effectively with a range of audiences likewise analyzing the local and global impact of computing on student teachers, individuals, organizations, and society. Then to also use current techniques, skills, and tools necessary for computing practice in order to bring the objective of an establishment to a success.

## 3.0 CAPABILITIES/PERSONAL SKILLS

I have the ability to carry out instructions with or without supervision. I have strong moral principles, a good human relation, diplomatic and a team player.

**4.0 ACADEMIC QUALIFICATION/EDUCATION**

2021-Ongoing C. K TEDAM UNIVERSITY OF TECHNOLOGY AND APPLIED SCIENCES

Ph.D. IN COMPUTER SCIENCE

2013-TO- 2017 KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY

MASTERS OF SCIENCE IN INFORMATION TECHNOLOGY

Major courses: Management information system, Professional development, Data structures and Algorithm, Programming in java, Multimedia application, Image processing, Computer architecture

2005-TO-2009 UNIVERSITY OF EDUCATION –KUMASI CAMPUS

BEd INFORMATION TECHNOLOGY

Major Courses: Management Information Systems, Programming In (C++, Java, Basics, C), Networking, Information Technology Tools I, II, III (Excel, Access, Word, PowerPoint), Computer Graphics And Multimedia, Database Management System.

2004 DELUXE COMPUTER TRAINING -KWADASO

Major Courses: Microsoft Word, Microsoft Excel, Power Point, Microsoft Access

2000 TO 2003 T.I. AHMADIYYA SEC. COM. SCHOOL (FOMENA)

THE COURSE I STUDIED WAS GENERAL ARTS

**PUBLICATIONS**

- Boafo, V., Missah, M.Y., & Nyarko-Boateng, O. (2017). Improving the Use of Information Systems for Hospital Management Using Balanced Scorecard Framework. *International Journal of Science and Engineering Applications*, 6, 212-222.
- Dzakpasu Prince Edem, Victoria Boafo (2020). Practical Teaching Method and Performance of Colleges of Education ICT Students in Volta Region, Ghana. *American Journal of Educational Research*. 8(9), 668-675 doi:10.12691/education-8-9-8

**5.0 ACADEMIC HONORS AND AWARDS**

- Kwame Nkrumah University of Science and technology (2013-2017)
- Graduated University of Education, Kumasi campus (2009)
- Overall best student of form three, T.I Ahmadiyya Secondary School (Fomena) (2003)
- Ghana Employers Association (I studied a course in “PERFORMANCE OBJECTIVE AND TARGET SETTING”
- National Union of Ghana Students REP (University of Edu. Kumasi Campus)
- Women’s Commissioner REP (University of Education Kumasi Campus)

**6.0 WORK EXPERIENCE**

2016-TO-DATE MAMPONG TECHNICAL COLLEGE OF EDUCATION

Duties: Working as an ICT Tutor, an Academic Counselor, SRC patroness, a Hall TUTOR and serving on various committees in the college.

2014-2016 ATWIMA KWANWOMA SHS-TREDE ASHANTI

Duties: Worked as User Trainee Specialist in ICT and a form mistress.

2009-2013: AFUA KOBI AMPEM GIRLS SHS

Duties: Worked as User Trainee Specialist In ICT. Also, a form mistress and was part of some committees in the school.

2009-2010 SOCIAL SECURITY AND NATIONAL INSURANCE TRUST (NATIONAL SERVICE)

Duties: I worked as a Management information system coordinator (MIS) assistant at the Area office Kumasi. Though I was with the Area Office, but worked as a member account officer working on contribution reports and students loan trust at Adum Branch as well. A lot of education on Act 766 was done for several establishments and I was part of the educational team.

2008-2009 AFUA KOBI AMPEM GIRL’S SENIOR HIGH SCHOOL (INTERNSHIP)

Duties: Taught Information and Communication Technology and Classroom Management to classes averaging 40 students.

2008                      SOCIAL SECURITY AND NATIONAL INSURANCE TRUST (KUMASI AREA OFFICE)  
(ATTACHMENT)

Duties:                      I worked on Member Registration and Contribution Reports.

2006                      STATE INSURANCE COMPANY – KUMASI (ATTACHMENT)

Duties:                      I was assigned to the information Technology officer and was working on IT based duties in the company. For instance, working on servers, routers and workstations for the daily activities of the company.

## **7.0      POSITIONS HELD**

- Hall Tutor- Mampong Technical College of Education 2016-TO-Date
- Member Of Professional Development Board- Mampong Technical College Of Education, 2017 to Date
- SRC PATRONESS- Mampong Technical College of Education 2016-TO-Date
- Professional Development Coordinator - - Mampong Technical College of Education 2016-TO-Date
- ACADEMIC COUNSELOR- Mampong Technical College of Education 2017-TO-Date
- Opoku Ware II HALL, Block 'C' Coordinator, UEW-K 2009
- Bible Studies coordinator, PENSA, UEW-K 2008-2009
- ITE 2B Women's Commissioner Rep, 2006-2007
- Girl's dining hall Prefect, T.I Ahmadiyya Secondary School (FOMENA), 2002-2003

## **8.0      INTEREST/HOBBIES**

I have a great interest in mobilizing people in working, a Team player and like playing volley ball as well.

**9.0 REFEREE****THE PRINCIPAL**

MAMPONG TECHNICAL COLLEGE OF EDUCATION

MRS. DORIS BOAKYE ANSAH

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**THE DEAN**

MAMPONG TECHNICAL COLLEGE OF EDUCATION

MR. DOUGLAS KORANTENG

MOBILE 0200551111

EMAIL [douglaskoranteng@yahoo.com](mailto:douglaskoranteng@yahoo.com)

**THE HOD**

MAMPONG TECHNICAL COLLEGE OF EDUCATION

MR. HENRY KPAI

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