

## **LINUS MWINKAAR**

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0246472455/ 0200306255



**DATE OF BIRTH:** 22<sup>ND</sup> APRIL, 1986.  
**SEX:** MALE  
**RELIGION:** CHRISTIAN  
**HOME TOWN:** NANDOM, UWR. GHANA.

**PERSONALITY:** managerial skills, team building, leadership skills, innovative and high sense of responsibility, ability to work under pressure and meet deadlines, good communication skills.

### **EDUCATION:**

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**University of Education, Winneba. (July 2018)**

Master of Philosophy in Basic Education.

**University of Education, Winneba. (July 2011)**

Bachelor of Education (Basic Education), 2<sup>nd</sup> Class Upper.

**Tumu College of Education, Tumu. (July 2008)**

Diploma in Basic Education (2nd Class Lower).

**Nandom Secondary School, Nandom. (July 2004)**

Senior Secondary School Certificate Examination (SSSCE)

**ST. Andrew's Junior High School, Wa. (April 2001)**

Basic Education Certificate Examination (BECE)

### **WORK EXPERIENCE:**

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**McCoy College of Education, Nadowli. UWR (March 2019 to date)**

Tutor (Educational Studies Department)

- Teach course assigned to me in the Educational Studies Department
- Set questions for assignment and examination, administer same and mark them.
- Invigilate examination
- Supervise students' project work
- Conduct research and publish
- Assist in the administration of department
- Supervise students' internship

- Extend work or service to College community
- Perform any other related duty assigned by the Principal or his representative.

**UEW-IDeL, Wa Study Centre (September, 2019 to date)**

Adjunct Lecturer (Basic Education Department)

- Teach courses assigned to me in the Basic Education Department
- Set questions for assignment
- Invigilate examination
- Supervise students' project work
- Conduct research and publish
- Assist in the administration of department

**Camfed Ghana, Gomoa West District. (June 2017 to March 2019)**

District Programme Coordinator.

- Supported the planning and development of work plans, budgets and activity reports and also prepared and submitted activity and monthly reports (narrative and financial) of coordinated activities undertaken within the district.
- Ensured the implementation of all programmes and activities in the district.
- Supported the District Education Committee (DEC) and the Cama network in the implementation of their work plans, programmes and activities to ensure programme delivery effectiveness.
- Coordinated all programmes, activities to ensure timely reporting, and retirements of all advances with accompanying receipts and supporting documents.
- Undertook regular monitoring visits to institutions and shared update reports on programme progress, achievements, challenges and key issues requiring Camfed's attention.
- Helped built, managed and sustained positive relations with stakeholders e.g. District Education Committee (DEC), Head teachers, Cama, Teacher Mentors (TMs), Parent Support Groups (PSG), School Management Committee (SMC) and external parties.
- Participated in Camfed meetings and programmes including internal strategic meetings and kept up to date records of all stakeholder and their activities in the districts.
- Was responsible for the operational and administrative duties in the district and Supported growth and program development in the district.
- Kept records of all documents of all transactions, expenses, programmes and activities and also recorded and reported all incidents and their outcomes.
- Managed the Cama center and collected stories, best practices and relevant data.
- Performed any other duties that was assigned to meet the needs of the Camfed programmes as may be suitable to your abilities.

**ST. Andrew's Junior High School, Wa. (Sept. 2011 to Aug. 2016)**

ICT teacher.

- Prepared, taught and assessed ICT lessons in the school.
- Initiated and introduced the taking of practical ICT lessons and usage of a well-equipped modern computer lab by my students in the Wa Senior High School.
- Provided technical (software/hardware) assistance to students and staff.

**State Insurance Company, Wa (Sept. 2013 to 2015)**

Insurance Advisor (Part Time)

- Marketed and sold the company products.
- Gave advice to clients about Insurance policies.

**West African Examination Council, Wa. (June 2013, 2014, 2015, 2016)**

Invigilator for the BECE examinations.

- Invigilated students who wrote the BECE from start to the successful end of the whole exercise.

**West African Examination Council, Wa. (July 2012, 2013, 2014, 2015, 2016)**

Assistant examiner for BECE examinations.

- Marked scripts and recorded marks of the 2012, 2013, 2014 BECE candidates for the subject Information and Communication Technology (ICT).

**Electoral Commission, Wa. (July 2014)**

Registration Officer (Contract)

- Interviewed applicants and took personal data of applicants.
- Managed and coordinated all activities in the registration center.
- Took charge of all the registration materials, equipment and documents.

**Electoral Commission, Wa. (April 2012)**

Data Entry Officer for 2012 Biometric Voter Registration. (Contract)

- Registered people for the Biometric Voter cards.

**Preparatory Model Junior High School, Bolgatanga (Sept. 2009- Sept. 2011)**

ICT teacher,

- Prepared, taught and assessed ICT lessons in the three levels of classes in the school.
- Initiated and established a computer lab for the school with funds from the PTA of the school.
- Supervised equipment and ensured order and general safety in the lab.

**St. Francis Experimental Primary School, Bolgatanga (Sept.2008–Sept.2009)**

Classroom teacher (Primary 6)

- Prepared, taught and assessed eight (8) subject lessons under strict timetable.
- Provided a friendly, suitable and enabling teaching and learning environment in the classroom.
- Played both leadership and parental role in the classroom.

**LEADERSHIP EXPERIENCE AND ACHIEVEMENTS.**

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**McCoy College of Education, Nadowli. UWR (March 2019 to date)**

Educational Studies Department Secretary,

- With the authority of the Head of Department, issue notices of the Department.
- Handled all correspondence of the Department.
- Have custody of documents of the Educational Studies Department.
- Perform any duty as may be detailed to me by the Head of Department.

**McCoy College of Education, Nadowli. UWR (March 2019 to date)**

Academic Advisor,

- Help students identify their learning styles and make good use of them.
- Help students to engage in good learning habits to improve their academic performance.
- Help students solve challenges regarding their studies and academic performance.
- Monitor the academic performance of students and advise them accordingly.

**Graduate Students Association Ghana (GRASAG-UEW) (Aug. 2017- Aug. 2018)**

Secretary,

- With the authority of the President, issued notices of all meetings of the Executive Committee and the Senate not less than seventy-two (72) hours before the scheduled meetings.
- Kept and maintained true and accurate minutes and records of all proceedings at meetings of the Executive Committee, and the Senate.
- Handled all correspondence of GRASAG-UEW.
- Published the report/minutes of the general graduate Student body notice boards, at most one week after each meeting.
- Was responsible for the day-to- day running of the GRASAG-UEW office and had custody of documents of GRASAG- UEW relevant to the office of the Secretary.
- Under the directions of the President, summoned all Senate and Executive Committee meetings, stating agenda, date, time and venue.

- Performed any duty as may be detailed to me by the President and/or the Executive Committee.
- Published the names of all members of the GRASAG- UEW committees within one week of their formation.

### **University of Education, Winneba. (August 2016 – August 2017)**

Course Representative,

- Acted as a liaison between the class and the lecturers of the University.
- Represented and reported to the class members at Senate meetings of GRASAG-UEW
- Sent reports, grievances and opinions of class members to the Basic Education Department of the University.
- Organized classrooms, class members, teaching and learning materials for successful lecturing.

### **Graduate Students Association Ghana (GRASAG-UEW) (Aug. 2016- Aug. 2017)**

Member of Audit Committee,

- Audited all financial transactions and receipts of GRASAG-UEW financial secretaries.
- Recorded and kept all reports and minutes of all financial transactions of GRASAG\_UEW financial secretaries.
- Queried and sanctioned all financial activities of GRASAG-UEW financial secretaries.
- Gave Audit Reports to the House at Senate meetings.

### **St. Andrew's Junior High School, Wa. (Sept. 2014 - 2015)**

Form master,

- Monitored and kept records of the attendance of pupils.
- Monitored and kept records of the academic performance of pupils.
- Monitored and kept records of the social and psychological life of pupils.
- Monitored and kept records of the health of pupils.

### **St. Andrew's Junior High School, Wa. (Sept. 2013 - 2015)**

Staff Secretary,

- Recorded and kept all reports and minutes of all meetings and activities of the school.
- Drew all agenda organize all meetings and other activities of the school.
- Wrote all letters and proposals of the school.

### **Ghana National Association of Graduate Teachers. (Sept. 2012 - 2015)**

School Representative, St. Andrew's Catholic Junior High School

- Represented NAGRAT members of the school at zonal meetings.
- Sent reports, grievances and opinions of members to the zonal executives.
- Reported to members about meetings attended at zonal level.

**St. Andrew's Junior High School, Wa. (Sept. 2011 - Sept. 2012)**

Form master,

- Monitored and kept records of the attendance of pupils.
- Monitored and kept records of the academic performance of pupils.
- Monitored and kept records of the social and psychological life of pupils.
- Monitored and kept records of the health of pupils.

**Preparatory Model Junior High School, Bolgatanga. (Sept. 2009 - Sept. 2011)**

Assistant Headmaster for Academics,

- Assisted and cooperated with my boss to manage learning resources.
- Assisted my Head teacher to supervise and assess both teachers and pupils' performance.
- Organized in-service training for teachers.
- Assisted in the proper allocation and disbursement of capitation grant and keeping of financial records.

**Preparatory Model Junior High School, Bolgatanga. (Sept. 2009 - Sept. 2011)**

Chairman of Academic board,

- Supervised and participated in the drawing of academic calendar of the school.
- Supervised all examinations taken in the school.
- Acted as a liaison between the school and the exam officer of the District Education Office.

**St. Francis Experimental Primary School, Bolgatanga. (Sept.2008–Sept.2009)**

Staff and PTA secretary,

- Recorded and kept all reports and minutes of meetings and activities of the school and that of the PTA.
- Drew all agenda of meetings and other activities of the school and the PTA.
- Wrote all letters and proposals of the school and PTA.
- Participated in identifying and solving of problems of the school.
- Participated in the execution of all PTA developmental projects in the school.

**Tumu College of Education, Tumu. (May 2006 – July 2007)**

Assistant Entertainment Prefect.

- Assisted in the drawing and carrying out of the entertainment calendar of the college.
- Initiated and assisted in the purchase of new and modern entertainment gadgets for the college
- Acted as a liaison between the students and the school administration in entertainment affairs.

**Nandom Secondary School, Nandom. (May 2003- June 2004)**

Environment prefect.

- Formed an Environmental committee for the school.
- Initiated and supervised the first harvest of honey since the establishment of a bee farm in the school.

## **WORKSHOPS, SEMINARS AND COURSES**

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### **T-TEL/ McCoy College of Education, Nadowli.**

Facilitator,

**Theme:** Training of Lead mentors and Mentors on Supported Teaching in Schools (STS) Year Two Handbook.

**Date:** 30<sup>th</sup> & 31<sup>st</sup> January, 2020.

### **T-TEL / McCoy College of Education, Nadowli.**

Facilitator,

**Theme:** Gender Responsive Mentoring Training.

**Date:** 31<sup>st</sup> October, 2019.

### **T-TEL/ McCoy College of Education, Nadowli.**

Facilitator,

**Theme:** Training of Lead mentors and Mentors on Supported Teaching in Schools (STS) Year One Handbook.

**Date:** 2<sup>nd</sup> October, 2019.

### **McCoy College of Education, Nadowli.**

**Theme:** Tutors' Professional Development for Colleges of Education.

**Date:** 17<sup>th</sup> and 18<sup>th</sup> June 2019.

### **McCoy College of Education, Nadowli.**

**Theme:** College of Education Improvement Plan

**Date:** 13<sup>th</sup> and 14<sup>th</sup> June 2019.

### **T-TEL/ McCoy College of Education, Nadowli.**

**Theme:** Gender Responsive and Social Inclusion Training.

**Date:** 30<sup>th</sup> – 31<sup>st</sup> May 2019.

### **MasterCard Foundation / LEAP Africa.**

**Theme:** Transformative Leadership.

**Date:** 4<sup>th</sup> - 8<sup>th</sup> February, 2019.

### **3rd International Multi-Disciplinary Conference for Postgraduate Students, UEW**

**Theme:** Attaining the Sustainable Development Goals through Research.

**Date:** 30<sup>th</sup> July – 3<sup>rd</sup> August, 2018

### **Institute of Educational Research and Innovation Studies (IERIS) – UEW.**

Educational seminar

**Theme:** Thesis and writing of proposal.

**Date:** 24<sup>th</sup> – 25<sup>th</sup> April 2018

### **Camfed-Ghana**

**Theme:** Workshop on Capacity Building of Teacher Mentors

**Date:** 10<sup>th</sup> – 11<sup>th</sup> April, 2018

### **Camfed-Ghana**

**Theme:** Financial training workshop on bursary documentation review and retirement

**Date:** 15<sup>th</sup> – 16<sup>th</sup> February 2018

**Camfed-Ghana**

**Theme:** Training workshop on Career Guidance

**Date:** 1<sup>st</sup> and 2<sup>nd</sup> February 2018

**2nd International Multi-Disciplinary Conference for Postgraduate Students, UEW**

**Theme:** Reshaping Graduate Studies for Sustainable development of the African Continent

**Date:** July 24th - 28th, 2017.

**Ghana Education Service and Controller and Accountant General**

**Theme:** In-service training for heads teachers and ICT teachers on the validation of Electronic Salary Pay voucher.

**Date:** 13<sup>th</sup> May 2015

**West African Examination Council (WAEC)**

**Theme:** In-service training for BECE Examiners.

**Date:** 16<sup>th</sup> July 2013

**Ghana Education Service**

**Theme:** In- service training for ICT teachers.

**Date:** 4<sup>th</sup> November 2009

**Ghana Education Service**

In-service training for Head teachers of Junior High Schools

**Theme:** Management and use of the capitation grant and other school funds.

**Date:** 23<sup>rd</sup> October 2009

**Ghana Education Service**

In-service training of Head teachers of Junior High Schools

**Theme:** Effective leadership, management and communication.

**Date:** 20<sup>th</sup> October 2009

**Ghana Education Service**

**Theme:** In-service training for teachers in Bolgatanga Municipality

**Date:** 8<sup>th</sup> October 2008

**CONFERENCE PAPER PRESENTED**

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Mwinkaar, L. (2018). Social Studies teachers' knowledge and usage of ICT in teaching Social Studies in Junior High Schools in the Gomaa West District. *A paper presented at the 3<sup>rd</sup> International Multi- Disciplinary Conference for post Graduate students* held at Jophus Anamuah Mensah Conference Centre, University of Education, Winneba, from July 30th – August 3<sup>rd</sup> 2018.



## ARTICLES PUBLISHED

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Ghanney A.R & Mwinkaar, L. (2019). Integration and usage of Social Studies teachers in teaching in Junior High Schools in the Gomoa West District of Ghana. *International Journal of Quantitative and Qualitative Research Methods*, 7(1), 17-26.

## COMPUTER SKILLS

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- Very good with Microsoft Office
- Has knowledge in Internet and Internet research
- SPSS.

## INTEREST AND HOBBIES

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- Working with computers,
- Internet researching,
- Reading.

## REFERENCE

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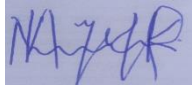
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Date: 3<sup>rd</sup> February, 2020.