

Ntummy Manasseh Xorla

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University of Cape Coast

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CAREER OBJECTIVE

Highly committed individual seeking to work with other members to realize the goals and objectives of an institution. A focused professional with an active interest in professional development and in the application of new technologies for teaching and administrative work.

EDUCATION

Master of Philosophy (Administration in Higher Education)

March, 2019

College of Education Studies, University of Cape Coast

Cape Coast, Ghana

Thesis: "Mentoring relationship between Public and Private Universities: A case of private universities affiliated to University of Cape Coast"

Bachelor of Education in Management

May, 2014

College of Education Studies, University of Cape Coast

Cape Coast, Ghana

Project: "The effects of capitation grant on academic performance of students in Apewosika Basic School in Cape Coast Metropolis"

WASSCE Certificate (Business Studies)

June, 2008

Abundant Grace Academy

Accra, Ghana

TEACHING EXPERIENCE

Teaching Assistant, Postgraduate

June 2019-August Now

Institute for Educational Planning and Administration, University of Cape Coast

- Conducted office hours to help students understand and solve assignment problems, term papers and critical papers. Reviewed Students' critical papers
- Collaborated with Dr. Michael Boakye-Yiadom and other teaching assistants on course material and grading policies, improving communication skills.
- Assists in teaching Research Methods and a global class with the University of Maryland, USA.

Part-time Teaching Assistant, Undergraduate Level

August, 2015 – May, 2018

School of Business, Department of Finance, University of Cape Coast

- Assisted in teaching quantitative methods and statistics
- Assisted in preparing and organizing quizzes and exams for students. Assisted in marking and grading students' quizzes and exams.

Part-time Teacher

September 2008 –Now

New Life International School, Nsawam

- Teaching Mathematics, Information, Communication and Technology (ICT), Physical Education (PE) and Social Studies.
- Prepared exams and graded them.
- Collaborated with other teachers to organize weekend classes and vacation classes for pupils.

RESEARCH EXPERIENCE

Graduate Research Assistant to Dr. Michael Boakye-Yiadom

September, 2019 – Now

- Collaborate with research team to collect data
- Transcribe recorded voices of interviews for analysis.
- Assisting in reviewing Masters thesis
- Resource person for matters relating to Research

Research Assistant

July, 2019 – Dec. 2020

Dr. Wisdom Agbevanu, Institute for Educational Planning and Administration (IEPA), UCC, EQUAL Commissioned/Funded “Non-Formal Education and Skills Training Survey”

- Conducted focus group interview of beneficiaries of Non-Formal Education and Skills Training. Interviewed district coordinators and facilitators
- Collaborated with the research team to transcribe recorded voices of interview and focus discussion for cleansing and thematic analysis

Research Assistant

May 2019 – June 2019

Institute for Educational Planning and Administration (IEPA), UCC

Commissioned / Funded “Transnational Education Partnership in Ghanaian Tertiary Institutions”

- Assisted in collecting quantitative data using questionnaires.
- Collaborated with research team to enter, transcribe and analyze both quantitatively and qualitatively. data

Research Assistant

March 2017- June, 2018

Institute for Educational Planning and Administration (IEPA), UCC – Tracer Study. Commissioned/ Funded “Placement and Utilisation of ‘IEPA’ Graduates in Sectors of the Ghanaian Economy

- Collaborated with research team to reviewed existing literature during the research process
- Assisted in the data collection process
- Assisted in transcribing the interviews and identifying the various thematic areas for data analysis

AWARDS & FUNDING

Ghana Government Scholarship, Graduate Students Thesis Grant	2017
Ghana Government Scholarship, Graduate Students Bursary	2016
Abundant Grace Academy Full Scholarship for tuition fees	2005 – 2008
Best Business student at Senior High School at Abundant Grace Academy	2008

PUBLICATIONS

Nudzor, Hope Pius, Agbavanu, Wisdom, Boakye-Yiadom Michael, Ampah-Mensah Alfred, Francis Ansah, Danso Theophilus, Afreh Ophelia, Mensah Christopher, **Ntummy, Manasseh Xorla**, Nyan Frederick, Sarfo Phillip, Asamoah Gloria & Adjepong, Kofi Samuel (2018). Placement and utilization of 'IEPA' graduates in sectors of the Ghanaian economy. *Journal of Educational Management*, Under Review

Boakye-Yiadom, Michael. & **Ntummy, Manasseh Xorla** (2019). Documenting Exemplary Educational Leadership Practices in Ghanaian Higher Education (The DEELP Project). Under review

PRESENTATIONS

- Presented “Financial Literacy” at the Youth Empowerment Seminar at the National Youth Conference, Nsawam, December, 28, 2015
- Presented “Relationship Goals” at the National Youth Vacation Camp Meeting at Accra, August, 7, 2016
- Presented “Managing Students’ Dating Relationship to Improve on Academic Performance” at the University of Cape Coast, Kwame Nkrumah Hall Relationship Seminar, March, 15, 2014
- Presented “Challenges of Student Leaders in Leadership” at University of Cape Coast, Kwame Nkrumah Hall Leadership Seminar, October, 7, 2018

SOME CONFERENCES AND SEMINARS ATTENDED

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| • Students’ EXPO 2019 | May, 2019 |
| • Global Education Network Conference | Nov, 2019 |
| • Students’ EXPO 2018 | May, 2018 |
| • Students’ EXPO 2017 | May, 2017 |
| • Excellent Summit, PRACTICAL PERPECTIVE OF ENTERPRENEUR | Sept, 2017 |
| • Springboard, EXPLORATION WITH INTEGRITY | May, 2016 |
| • African Intellectual Consult, LEADERSHIP AND DEVELOPMENT | Aug, 2016 |
| • Global Education Network Conference | May, 2015 |
| • Champions Conference | Dec, 2015 |
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PROFESSIONAL MEMBERSHIP

- United Nations Associations Youth Ghana January, 2020 - Now
- Young African Leaders Initiative August, 2019 – Now

INDUSTRY EXPERIENCE

Student Representative Council (SRC)/Atlantic Hall UCC, Cape Coast

- Assisted in the supervision of the residence hall, responding to all requests and emergencies of differently-abled students during duty hours. Remain on-call for the remainder of the weekend
- Collaborated with other staff on duty to contact the hall administrator on behalf of the residents regarding issues of concern to the differently-abled students
- Counseled differently-abled students regarding personal and academic concerns

Interns, Event Coordinator

May 2018-May 2019

IEPA, University of Cape Coast

Cape Coast

- Served as point of contact for individual, group students who are interested STUDENT EXPO
- Scheduled STUDENT EXPO committee meetings with the committee members of the event value chain to make sure everyone is on-board
- Discussed, computed and finalized event budget for the committee
- Drafted STUDENT EXPO reports for the committee

Interns, Administrative Assistant

August 2019 – October 2019

School of Business, Dean's Office, University of Cape Coast

Cape Coast

- Provides administrative support to academic teaching by scheduling appointments, meetings, preparing and proofreading correspondence, reports and other documents as requested.
- Assisted in organizing and conducting departmental events, as directed, by securing space, equipment, food, preparing invitations, announcements, agendas, making reservations and assisting with the event as it occurs.
- Provided basic initial assistance to students with questions about classes, registration, rectifying results and other student related matters.
- Supported the department by performing all other duties as assigned by the Dean and Faculty Officer.

National service/Voluntary Service

September 2014-August 2015

University of Cape Coast (Kwame Nkrumah Hall) – Health Assistant/ Counselor

- Served as health assistant and counseled students
- Administered first aid and making referrals to the hospital in case the students' health condition got worse. Documents actions by completing forms, reports, logs and records
- Assisted in recruiting, screening and enrolment of student nurses in the infirmary
- Mediated conflicts between students
- Organized peer counseling programs, referring students to professional counselors for help, dealing with students' concern about academic, emotional or social problems.

Interns (Administrative Assistant)

Accra Metropolitan Assembly

June 2013 - July 2013

Accra, Ghana

- Scheduled board meetings
- Recorded minutes of meetings
- Assisted in editing and proofreading documents, taking memos and maintaining files
- Sending and receiving correspondence and other responsibilities assigned by the Metropolitan Director and other staff.

SERVICE

Professional

- Reviewer for Master's Critical papers at the University of Cape Coast, Institute for Educational Planning and Administration
- Reviewed books that have been written by different authors

Community

- Volunteer, United Nations Association Youth Ghana, January 2020 – Now
- Co-founder of "Support a Child" Project that seeks to support brilliant but needy students, February 2017 – Now
- Volunteer, football (Kwame Nkrumah Hall Football Team), UCC – August 2010 – May 2014

REFEREES

Michael Boakye-Yiadom (PhD)

Director General, Institute for Educational Planning and Administration, UNESCO Category II

University of Cape Coast

(+233)0261171143

mboakye-yiadom@ucc.edu.gh

Relationship: Mentor and academic advisor for 4 years

Dr. Abednego Kofi Bansah (PhD)

Lecturer, Department of Tourism and Hospitality Management

University of Cape Coast

(+233)0505401959

abed.bansah@ucc.edu.gh

Relationship: Mentor and Advisor for 2 years