

# Curriculum Vitae

## Personal Data

David Doe Ayornoo  
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024 648 0585  
davidayornoo@yahoo.com  
29/8/1969  
Ghanaian

## Areas of Expertise or Professional Skills

Cataloguing and classification  
Referencing skills  
Library, Cataloguing and Collection Development policies  
Managing employees

## Professional Qualification(s)

<i>Rank</i>	<i>Supporting evidence</i>	<i>Period</i>
Acting Librarian	Appointment Letter	1 <sup>st</sup> September, 2014
Assistant Librarian	Payslip	Oct, 2016
Assistant Director II	Promotion Letter	2 <sup>nd</sup> May, 2014
Principal Superintendent	Promotion Letter	1 <sup>st</sup> August, 2001
Assistant Superintendent	Promotion Letter	1 <sup>st</sup> September 1998

## Professional Responsibilities

<i>Position</i>	<i>Office/Location</i>	<i>Period</i>
Acting Librarian	Ada College of Education	1 <sup>st</sup> September, 2014 –
<ul style="list-style-type: none"> <li>• <i>Directing and coordinating library components</i></li> <li>• <i>Establishing and maintaining procedures, policies and systems for efficient library operations</i></li> <li>• <i>Planning and coordinating work activities of personnel etc.</i></li> <li>• <i>Development of library policies</i></li> <li>• <i>Cataloguing and classification</i></li> </ul>		

Teacher	Ada College of Education	2011-2014
Head of Department for Social Sciences	St. Margaret Mary Snr. High Sch.	2005-2009
Teacher	Asutsuare-Volivo J. S. S.	2002-2005
Assistant Headmaster	Otumi Modern J. S. S.	2001-2002
Teacher	Enchi-Miawani Primary School	1996-1998

## Education

<i>Qualification/Certificate obtained</i>	<i>Name of Institution Attended</i>	<i>Date</i>
MPhil. Religion and Human Values	Univ. of Cape Coast	30 <sup>th</sup> Sept., 2021
M.A. Governance and Sustainable Development	Univ. of Cape Coast	31 <sup>st</sup> March, 2014
M. A. Library Studies	Univ. of Ghana	31 <sup>st</sup> July, 2011
B. A. Arts (History and Religion)	Univ. of Cape Coast	6 <sup>th</sup> July, 2001
Cert. "A" (3-Year Post Sec.)	Abetifi Presby Trg. College	June, 1996

## Career History

<i>Position/Title</i>	<i>Name of Institution</i>	<i>Date</i>
Acting Librarian	Ada College of Education	1 <sup>st</sup> September, 2014 –

### Responsibilities

- Directing and coordinating library components
- Establishing and maintaining procedures, policies and systems for efficient library operations
- Planning and coordinating work activities of personnel
- Development of library policies
- Cataloguing and classification
- Taught Information Literacy

Assistant Director II	Ada College of Education	2 <sup>nd</sup> May, 2014
Principal Superintendent	Otumi Modern J. S. S.	1 <sup>st</sup> August, 2001
Assistant Superintendent	Miawani DC Primary	1 <sup>st</sup> September 1998

### Responsibilities

- Taught Religious and Moral Education (Christian Religious Studies), Social Studies, and History, at different levels of education, evaluated, marked, guided and counselled students, mentored student teachers on teaching practice and project work etc.

### **Publications, Research/Projects Conducted or Undertaken, Creative Works/Productions Produce**

#### Peer-Reviewed Journal Articles

- Use of the Internet via mobile devices among graduate students of University of Ghana. *RA Journal of Applied Research*, 6(2), 2630-2647.
- Agogo Presbyterian College of Education under the missionaries and after take-over by the government (1931-2013): A comparative study. *International Journal of Scientific Research and Management*, 8(1), 1157-1172.
- Factors influencing effective teaching and learning in selected Colleges of Education in Ghana. *International Journal of Scientific and Research Publications*, 10(2), 676-687.

### **Professional Development**

#### Seminars and Workshops

Course Title	Location	Period
Ghana Library Association Two-Day Workshop for Colleges Of Education Librarians	Univ Of Ghana Balme Library	4 & 5 <sup>th</sup> Nov, 2021
39 <sup>th</sup> Regular Meeting and Seminar of the Committee of University Librarians and Deputies – Ghana	Univ. of Health and Allied Sciences, Ho.	6-7 <sup>th</sup> Feb, 2020
Workshop for College Librarians	GTEC, formerly NCTE	26 <sup>th</sup> Jan, 2017
Ghana Library Association Seminar	Balme Library, UG	Aug, 2017
Workshop for College Librarians	GTEC, formerly NCTE	29 <sup>th</sup> Sept, 2016
English workshop with Warwick Africa	Nungua	12 <sup>th</sup> Aug, 2015
Training workshop on learning difficulty	Dodowa	14 <sup>th</sup> Feb, 2014

### **Mentorship**

Area(s) of Development	Number of Staff Mentored
<ul style="list-style-type: none"> <li>• Cataloguing</li> <li>• Classification</li> <li>• Referencing</li> <li>• Library policy</li> <li>• Cataloguing policy</li> </ul>	4

### **Membership of Professional Association(s):**

Name of Association	Position held (if applicable)	Period
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Association of Higher Education of Librarians and Deputies in Ghana	Member	2020 –
Ghana Library Association	Member	2017 –

### **Institutional Service**

<i>Name of Committee(s) and/or Board(s)</i>	<i>Position or role</i>	<i>Period</i>
College Management	Member	2020 –
Academic Board	Member	2016 –
Library Committee	Member	2016 –
Board of Survey	Member	2020 –

### **Community Service:**

<i>Name of Institution/Organisation</i>	<i>Position(s) held (if applicable)</i>	<i>Period</i>
Colleges of Education Non-Teaching Staff Association of Ghana (CENTSAG)	Eastern-Greater Accra Zone Chair	2018 –
West African Examinations Council	Assistant Examiner	2006–2010
Electoral Commission	Data Entry Clerk	Dec, 2000
Assemblies of God Ghana	Sunday School Suprintendent	1992 –
National Service – Teacher, Jirapa St. Agnes JSS		1991/92

### **Professional Service or Consultancy outside the College**

<i>Name of institution/client</i>	<i>Period of service</i>	<i>Office or position</i>
Assemblies of God Southern Ghana Theological	3 Days – 2012	Consultancy Service on Information Management

### **Grants, Honours, Awards, Prizes or Professional Recognition and other Key**

### **Accomplishments**

<i>Name/Type of Award</i>	<i>Awarding Institution or Organisation</i>	<i>Period</i>
Citation	Students Representative Council	2019

### **Referees**

- Mr D.C.O. Sottie, C/O Box SQ 476, Mankoadze – Community 1 Roundabout (Tema)  
024 415 4559 email – adzomaa@gmail.com
- Mr. Cephas Kwasi Bodakpui, C/O Box AF 34, Ada College of Education  
024 447 1499 email – cbodakpui@gmail.com