

CURRICULUM VITAE

Personal Details

NAME:	Sekwo Cecilia
DATE OF BIRTH:	24 TH December, 1970
PLACE OF BIRTH:	Navrongo
NATIONALITY:	Ghanaian
GENDER:	Female
MARITAL STATUS:	Married
NUMBER OF CHILDREN:	Four (4)
PROFESSION:	Tutor
RANK IN GHANA EDUCATION SERVICE:	Assistant Director II
CURRENT EMPLOYMENT: 2007-to date	Tutor
SCHOOLS/COLLEGES/UNIVERSITIES ATTENDED	
University of Education, Winneba	2018 - 2019
University of Education, Winneba	2009 - 2011
University of Education, Winneba	2002 - 2006
St John Bosco's College of Education, Navrongo	1991 - 1993
Navrongo Secondary School	1987 - 1989
O L L Junior High School, Navrongo	1984 - 1986
St Mary's Primary School, Navrongo	1978 - 1983

ACADEMIC AND PROFESSIONAL QUALIFICATIONS

Master of Philosophy in Teaching English as Second Language	2019
Master of Education in Teaching English as Second Language	2011
B.Ed. Basic Education UEW-Winneba	2006
Cert “A” 3Year, St John Bosco’s College of Education	1993
GCE “O” Level, Navrongo Secondary School	1989
BECE O.L.L. Junior High School	1986

RESEARCH EXPERIENCE

Graduate Research Work

- Carried out a research under the supervision of Mr. Andison Asonaba
On: “The Use of Games to Assist Students to Develop Spelling Skills” 2005 – 2006
- Conducted research on: “The Use of the Process Writing Technique to Help College Students to Communicate Comprehensibly through Writing” under the Supervision of Mr. Kweku Offori: 2011.
- Conducted research under the supervision of Dr. Rebecca Apongolo on: “Analysis of cohesion and coherence in college students’ writing”:2019.
- Supervised College students’ research work for over thirteen (13) years : 2007 - 2020

PROFESSIONAL EXPERIENCE:

E. P. College of Education English Language Tutor: October, 2007 – Present

As an English tutor, my activities among other things include:

- Delivering instructions on assigned language courses;
- Utilizing group work as well as peer assessment to promote students learning;
- Evaluating students’ class work and homework;
- Monitoring students’ performances on regular basis;

- Grading students' test papers and providing feedback for improvements;
- Maintaining students' attendance and assessment records;
- Responding to students' concerns promptly;
- Assisting in students' registration activities, and
- Identifying students' learning problems and developing action plans accordingly.

OTHER SKILLS

I am a well-motivated self-starter with in-depth knowledge in micro-soft word and excel. I also adapt very quickly to new computer programs.

ACHIEVEMENTS:

- Developed confidence in teaching and presenting to groups, and creating a fun learning environment;
- Received consistently positive feedback in students' appraisals and was commended by the College Principal;
- Developed excellent interpersonal and multicultural communication skills.

HIGHER EDUCATION EXPERIENCE

District master trainer in literacy — Nanumba North District: April 2012 — present

As a master trainer, I work collaboratively with the Nanumba North District in-service coordinator to organize workshops on literacy teaching strategies, and on some English content areas for basic school teachers.

An English lecturer at University of Cape-Coast— Sandwich program: 2013– 2017

A lecturer at University of Development Studies — Distant program: 2018– present

A literacy facilitator, GNAT/CTF (Canadian teachers' federation) Nkabom in-service courses: 2018

PUBLICATIONS AND PRESENTATION

“Using Games to Assist Primary six Pupils of St Joseph School to Overcome their Inability of Spelling Words Correctly”-2006

“Using the Process Writing Technique to assist the first year Students of E. P. College of Education to overcome their Writing Inability”

“Analysis of cohesion and coherence in college students’ writing”

I made presentations on Gender training for lead-mentors, mentors and students of E.P. College of education.

I also presented on how to prepare young adults for future jobs in a seminar.

RESPONSIBILITIES:

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| a. Senior Housemistress to the female students
in E.P. College of Education, Bimbilla | 2007-2018 |
| b. Tender committee member: | 2010 to 2014 |
| c. College Gender Champion and safe space person | 2017-date |
| d. Head of Languages Department | 2013- present |

Highlights of my competencies as HoD include:

- i. coordinating activities within the department to ensure effective teaching and learning of the target languages;
- ii. supporting colleagues, including all other members of the Leadership Team, in their work for the development and improvement of the College;
- iii. supporting and contributing to the process of writing, implementing, evaluating and reviewing the College Improvement Plan;
- iv. alongside the Principal, to ensure the safeguarding of students, and that the safety and wellbeing of students and staff is promoted and maintained at all times;
- v. sharing responsibility for the management of the College and to contribute to the consultative and decision-making processes including the formulation of aims and objectives as appropriate;
- vi. fully supporting whole college policy decisions, contributing to their establishment and initiation and sustaining their implementation and review;
- vii. actively promoting the College and liaising with outside agencies as necessary;

- viii. representing the Principal, the College and the Governing Council as appropriate
 - ix. ensuring that all areas of the College's website are regularly reviewed so that the information presented is both current and relevant.
- e. Member of staff pay-roll audit committee: 2020

COLLEGE REPRESENTATIVE:

Served as a staff representative of the College governing council October 2010 – 2014

Developed and facilitated various informative College presentations October 2007 - present

HONORS/AWARDS

Awards in the form of certificates were obtained from literacy workshops.

Awards in the form of certificates were obtained from T-TEL Leadership training and gender champion training.

CLUB/ORGANIZATION

- A member of Diocesan Education Committee, Yendi Dioceses
- One of the Judges of reading competition at Gmantambo FM station, May 2013 – present
- Scripture Union – BIMBICO branch: A patron of the College scripture union 2008 – present
- A member of the chaplaincy board 2008 – present

Assisting the College chaplain to give moral talks to the entire students' body

INTERVIEWS ATTENDED

The interview I attended was for the position of vice principal of E.P. College of Education Bimbilla 2016.

The most recent interview was to seek admission in the University of Education, Winneba to study *Philosophy of Teaching English as a Second Language*: 2018

WORKSHOPS ATTENDED

T-TEL Workshop on leadership training: 2013 at Radach Lodge, Tamale.

District master trainers' workshop: 3rd -6th June, 2013 at GNAT Hall Tamale.

Reading Ghana programme, 2013, 9 days course in the teaching of reading at Ghana Book Trust, Kumasi.

T-TEL Workshop on leadership training: 2015 at Akayet Hotel, Bolgatanga.

District master trainers' workshop: July 19th - 1st August, 2015 at GNAT Hall Tamale

T-TEL Workshop on leadership training: 8th to 11th February, 2016 at Noda Hotel, Kumasi

T-TEL Workshop on the teacher as a researcher: 2017 at Akayet Hotel, Bolgatanga.

T-TEL Workshop on gender training: 2017 at Anita Hotel, Kumasi.

T-TEL Workshop on gender training: 2019 at Modern City Hotel, Tamale.

T-TEL Workshop on gender training: 2020 at Tamale College of Education.

Professional Development Sessions (PDS) 2016- present

National Master Trainers' workshops on skill-based curriculum: 2019 at Eastern Premiere Hotel, Koforidua.

ACTIVITIES OF INTEREST

Reading, Organizing, Investigating and Problem Solving

REFEREES

Kofi Seth Nti, Chief Examiner for English Language
Email: sekonti5@yahoo.com
Cell Phone: 0244280533

Dr. Rebecca Aponglo
University of Education, Winneba
Cell Phone: 0208316619

John Gobka

Former Vice Principal

E.P. College of Education, Bimbilla

Cell Phone: 0246217778

