

ANTHONY MAWUENA KUADEY

Curriculum Vitae

Personal Data:

Name: Anthony Mawuena Kuadey

Postal Address: P O Box 109, Dodowa

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Email Address: kuadeymawuena@gmail.com

Date of Birth: 27th August, 1979

Nationality: Ghanaian

Areas of Expertise or Professional Skills:

- Communication skills
- Time management
- Interpersonal skills
- Critical thinking
- Leadership skills
- Management skills
- Problem-solving
- Creativity
- Organizational skills
- Listening skills
- ICT integration in Education
- Information Security
- Instructional Technologies
- Management Information System

Education:

<i>Qualification/Certificate obtained</i>	<i>Name of Institution Attended</i>	<i>Date</i>
PHD IN INFORMATION TECHNOLOGY- PENDING	KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY	2019 to date
MASTER OF SCIENCE IN INFORMATION TECHNOLOGY	KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY	2011-2014

BACHELOR OF EDUCATION IN INFORMATION TECHNOLOGY	UNIVERSITY OF EDUCATION, WINNEBA- KUMASI CAMPUS	2005-2009
TEACHER'S CERTIFICATE 'A'(3-YEAR POST SECONDARY)	UNIVERSITY OF CAPE COAST-INSTITUTE OF EDUCATION (AKATSI TRAINING COLLEGE, AKATSI)	1997-2000
SENIOR SECONDARY SCHOOL CERTIFICATE	SOGAKOFE SECONDARY SCHOOL(SOGAKOFE SHS)	1994-1996
BASIC EDUCATION CERTIFICATE	SOGAKOFE 'B' JSS(SOGAKOFE 'B' JHS)	1990-1993

Career History:

Position/Title: Tutor

Name of Institution: St. Francis College of Education, Hohoe

Date: Sept, 1st 2020- to Date

Responsibilities: Teaching Introduction to Information Technology Integration in Education(Level 300),/ Computer Literacy(Level 100)/ICT Supported Teaching and Learning Strategies(Level 300) and Conducting Assessment/Invigilation

Position/Title: ICT Teacher

Name of Institution: Fafraha Community SHS, Adenta

Date: 7th May, 2019-30th August, 2019

Responsibilities: Lecturing, mentoring and coaching students on Core and Elective ICT

Position/Title: Research Officer

Name of Institution: Secondary Education Division, Ghana Education Service

Date:1st Sept, 2017 to 2nd May, 2019

Responsibilities:

- *Prepared, reviewed project documents with stakeholders and created a project plan to deliver initiative.*

- *Conducted status updates and steering group meetings, working to tight deadlines, managing project documents, achieving milestones, change requests and security approvals and stakeholders/end users' expectations*
- *Coordinated activities of team members on the project and assigned responsibilities and task to team.*
- *Coordinated a nationwide sensitization exercise on 2018 and 2019 school selection and placement*
- *Prepared 2018 and 2019 school register for placement of Basic Education Certificate Examination (BECE) Candidates into Second-Cycle School*
- *Collated and analysed data on teaching/non-teaching staff, programmes, enrolment status, infrastructure needs, TLM etc for the division.*

Position/Title: Head of ICT Department

Name of Institution: Ghanata Senior High School

Date: August 2015- August 2017

Responsibilities:

- *Lead and guided a team to deliver first class technology support to all stakeholders. Prepared department plans, delivery strategy for each year.*
- *Planned, implemented, and tested web applications, software projects and change request using resource planning, communications tools to deliver work packages*
- *Identified required resources internally to deliver IT infrastructure.*
- *Tested, released and supported management systems, time management system, e-commerce and online fulfilment applications by identifying required resources, worked with subject matter experts across IT departments to deliver end users requirements*
- *Vetting, guiding and monitoring of lessons by staff of the department*
- *Lecturing, mentoring and coaching students on Core and Elective ICT*

Position/Title: ICT Teacher

Name of Institution: Ghanata Senior High School

Date: August 2009- August 2015

Responsibilities:

- *Prepared course roadmap, materials and interactive course content to engage and creatively support students in the lab sections.*
- *Developed documents, carried out data analysis and presented monthly reports to school management.*
- *Mentored and guided students with difficulty to absorb and understand course content.*

Position/Title: ICT Teacher(National Service)

Name of Institution: Ghanata Senior High School

Date: Sept 2009- August 2010

Responsibilities: Re-assigned from NSS Greater Accra Office to Ghanata SHS to teach ICT and troubleshoot all malfunctioning computers in the Computer Laboratory.

Position/Title: ICT Teacher(Internship)

Name of Institution: Jack and Jill School

Date: Sept 2008- June 2009

Responsibilities:

- *Teaching of ICT*
- *Troubleshooting all malfunctioning computers in the Laboratory.*

Position/Title: Hard ware Technician

Name of Institution: Applied Computer Technology Training School(Socio Computers)

Date: July 2006- August 2006

Responsibilities:

- *Troubleshooting all malfunctioning computers*
- *Assembling computers*
- *Resolving customers concerns*

Position/Title: JHS Teacher

Name of Institution: Presby JHS, Dodowa

Date: Sept. 2000- June 2005

Responsibilities: Teaching Mathematics and Pre-Technical Skills

Publications, Research/Projects Conducted or Undertaken, Creative Works/Productions Produced:

- *A research conducted for Master of Science in Information Technology dissertation - Implementation of effective database security policies, a case study of Ghanata Senior High School, Dodowa.(Nov, 2014)*
- *An action research report presented for the award of Bachelor of Education in Information Technology Education on the topic Enhancing effective independent ICT learning among JHS students of Jack and Jill School using Powerpoint content presentation slides.(July 2009)*

Professional Development:

Training Sessions:

Course Title:

Fundamental of Research and Methodology, Qualitative and Quantitative Methods for Data Collection and Analysis

Course Instructor (if desired): Keke Collins Obinna-Eudoxia Research Center, India

Period: 4 hours Online Sessions

Presentations and workshops:

- *The new policy guideline for 2019 school selection and placement in April 2019 to all stakeholders in education as well as the public throughout the Central Region.*
- *The 2017 WASSCE Result Analysis and improving on learning outcomes to heads of second-cycles institutions in Kumasi in May, 2018.*

- *The new policy guidelines on Computerized School Selection and Placement System to Regional Directors/PROs, District Directors and other stakeholders in education in both Ashanti and Brong Ahafo Regions in June 2018.*
- *The implementation of the Double Track System to Pastors at the Trinity Theological Seminary in Accra in September 2018*
- *The topic creating a good academic climate to staff of Our Lady of Mercy SHS, Tema in October, 2018.*

Attended a leadership workshop organized by:

- *Dr. John Maxwell-EQUIP INST. on the theme empowering, equipping and encouraging leaders in 2011.*
- *Foundation for Future Leaders International in 2007/2008 on leadership.*
- *Foundation for Future Leaders International in 2006 on career development.*

Mentorship

Area(s) of Development: ICT Teaching in SHS

Number of Staff Mentored:3 mentees

Membership of Professional Association(s):

Name of Association: Ghana National Association of Teachers

Period:2000 to 2020

Institutional Service:

Ghanata SHS PTA Board served as Staff Representative from 2012-2016

Community Service:

<i>Name of Institution/Organisation</i>	<i>Position(s) held (if applicable)</i>	<i>Period</i>
<i>Safe Marriage Inc.</i>	<i>Co-Founder/Marriage Counsellor</i>	<i>2014- to date</i>
<i>(Organise quarterly Marriage seminars for to be couples and couples in Dodowa and its enclave)</i>		
<i>Full Gospel Business Mens Fellowship Int.</i>	<i>Chapter Secretary</i>	<i>2001-2005</i>
<i>(Organise monthly breakfast meeting in Dodowa to win souls for Christ)</i>		
<i>Education Taskforce Dodowa</i>	<i>Executive member</i>	<i>2012- to date</i>
<i>Run workshop and seminars for artisans in the Dodowa township on Customer Care, Time management, Book keeping and Basic Computer Literacy</i>		

Referees:

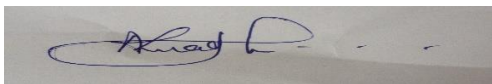
*Professor Micheal Asante
Senior Lecturer,
Department of Computer Science,
Kwame Nkrumah University of Science and Technology,
Kumasi.
Email: mickasst@yahoo.com
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Mr. Benjamin Apperkon

*Headmaster,
Ghanata SHS, Dodowa
Email: apperk700@gmail.com
Phone Number: 0244-891937*

*Rev. W.A.Y Mottey
Parish Pastor,
Global Evangelical Church, Dodowa
Email: waymottey@gmail.com
Phone Number: 0243-330350*

Signature:

A handwritten signature in blue ink, appearing to read 'Waymottey', is written on a light-colored rectangular piece of paper.

Date:

January 22nd , 2021