

CURRICULUM VITAE

PERSONAL INFORMATION

NAME : CHARLES PAULICK YENDUKWA
DATE OF BIRTH : 3RD OCTOBER, 1971.
HOMETOWN : GOASO
MARITAL STATUS : MARRIED
LANGUAGE SPOKEN : ENGLISH, TWI, MAMPRUGU
ADDRESS : CHRIST THE KING CATHEDRAL,
SUNYANI
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EDUCATIONAL BACKGROUND

<u>YEAR</u>	<u>INSTITUTION</u>	<u>CERTIFICATE OBTAINED</u>
2019 -2020	University of Education Winneba	M.PHIL (English)
2008 - 2009	University of Education, Winneba	M.ED (English)
1999 - 2002	University of Cape Coast, Cape Coast	B.ED (Arts)
1997 - 1998	WAEC (Private Candidate)	GCE 'A' Level
1992 - 1995	St. Joseph's Training College, Bechem	Teachers Cert. 'A (Post Sec.)
1987 - 1991	Ahafoman Secondary/Technical, Goaso	GCE 'O' Level

WORKSHOP AND SEMINARS

1. T-TEL Workshop for tutors of college of Education on Professional Development scheme (PDS) St. Joseph College of Education, Bechem (2016 – 2019).
2. A three-day workshop on enhancing the capacity of vice principals, Kumasi Technical Institute, 15th – 18th September 2018.
3. One week national conference of Ghana Association of Teachers of English (GATE) on mitigating the challenges of Education in Ghana: the role of the English teacher, St. Mary's Boys' Senior High School, Apowa, Takoradi, August 27 to September 1, 2012.
4. One day capacity building workshop for second cycle Heads and Senior Staff. Organized by EDMAT FOUNDATION in collaboration with the GES. Municipal Assembly, Sunyani, 14th October, 2011.
5. One week workshop on effective assessment and Test Administration for Circuit Supervisors, Organized by National Education Assessment (NES) GES, University of Education, Winneba, Kumasi Campus, July 2007.
6. Two weeks workshop for English teachers and Education Office staff jointly organized by Toms-IBIS project and Tano South District Education Office, Old Assembly hall, Bechem, May 2009.
7. One week workshop for English Teachers and Education Officers on scope and content of the curriculum of the New Education Reform, organized by CRIDD in collaboration with GES, GNAT Hostel Sunyani August 2007.

WORK EXPERINCECE:

1. Tutor, (English Language) St. Joseph College of Education (2014-)

- I teach English Language from first to third year.
- I supervise all academic activities of students.
- I administer examination for students.
- I mark and score students' work

2. A part-time tutor, Jackson College of Education (2012-2017)

- I taught English language from form one to three.
- I supervised the work of the students in all learning activities in the school.
- I administered and marked students' text and examinations.

3. Facilitator (Communication Skills) IDL, KNUST, Sunyani centre (2013-2017)

- I facilitated students learning during face-to-face of the bridging programme.
- I administered quizzes and assignments to students.
- I marked students' assignments and homework.

4. Head of English Department, Sunyani Methodist Technical Institute (2010-2014)

- I taught English Language from form one to form three.
- I developed and administered test and examination for my students.
- I chaired academic meetings in the department.
- I did research work and presented findings to the school.

5. Assistant Director (Supervision) Tano South District Education Office, Bechem (2006-2009),

- I was responsible for monitoring and supervising all activities of teachers in the circuit.
- I organized in-service training workshop and seminars for teachers in the district.
- I inspected teachers for promotion.

6. Public Relation Officer, Tano South District Office (2003-2005)

- I served as a liaison officer between teachers and the district office.
- I organized workshop and meetings for the education district.
- I served as a link between the press and the education district.
- I wrote all kinds of reports for the district directorate.

7. English Teacher, Acherensua Secondary School (2002-2003).

- I taught core English from SHS 1 to SHS 3.
- I developed and administered test and examination for students in the school
- I marked and scored students work.

8. English Teacher, Bechem Presbyterian JHS. (1995-1999).

- I was responsible for teaching and directing students in class.
- I administered and marked students work.
- I scored and graded students in the JHS level.
- I assisted in both co-curricular and extra curricula activities of the school.

OTHER PROFESSIONAL ACTIVITIES:

- Assistant Examiner of BECE and SSCE in English Language for WAEC (2008-)
- BECE Supervisor for West African Examination Council (WAEC) (2005-2009).
- Secretary, District Education Planning Team (DEPT) Tano South District Education Directorate (2004-2009).

SOCIAL ACTIVITIES:

- Executive member, Pax Romana, Catholic Church, University of Cape Coast (1999-2002)
- Member, Catholic Men Association (Men's Fellowship). Christ the king Cathedral, (2012-).
- Member St. Vinsent de Paul, Christ the King Cathedral, Sunyani (2012-)

COMPUTER SKILLS:

- MS Word, MS Power Point, MS Excel, MS Access, MS Publisher.

PERSONAL QUALITIES:

- Ability to work for long hours with little or no supervision
- Innovative
- Ability to work in a team

INTEREST:

1. Reading
2. Football

REFERENCE:

1. Dr. Paul Náah-Yemeh
Department of Applied Linguistics
University of Education, Winneba
Phone: 0244058943
2. Rev. Monsignor Matthew Addai
Principal
St. Joseph College of Education
Bechem, B/A.
Phone: 0208846440
3. Mr. Moses K. Degbando
Municipal GNAT Secretary
Sunyani
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