

Benedicta Ama Yekua Etuaful
Department of Education and Psychology
University of Cape Coast.
+233541066071/+233576327657
b.etuaful@gmail.com

Personal Statement

A lady with high self-confidence and self-esteem who exhibits great interest and passion in imparting knowledge and serving humanity and has a propensity to go all out to achieve a set goal. Possesses good communication skills and has the ability to convey ideas and views across, results-oriented and a good team player.

Skills and Abilities

1. Ability to work efficiently under pressure and deliver effective results
2. Good communication and interpersonal skills
3. Detail-oriented
4. Proficient in the use of Microsoft Office suites
(Excel, Word, PowerPoint)
5. Have knowledge in the use of SPSS for data analysis
6. Proficient in typing, printing, and photocopying.

Educational Background

- | | |
|--------------|--|
| 2020-Ongoing | Master of Philosophy (Measurement and Evaluation),
University of Cape Coast. |
| 2014-2018 | Degree in Bachelor of Education (Mathematics), University
of Cape Coast-Ghana |
| 2010-2013 | West African Secondary School Certificate, Swedru Senior
High School, Agona Swedru. |
| 2007-2010 | Basic Education Certificate, Christ the King Preparatory
School, Agona Swedru. |

Work History

February 2021 – till date - Teacher

Ogyeedom Community Senior High Technical
School

Gomoa Afransi - Ghana

Serving as a Mathematics teacher

- Teach mathematical concepts relevant to level
of students based on the curriculum from
Ministry of Education.

- Prepare and organise teaching materials and resources.
- Grade students work
- Invigilate students during class exercises and examinations.

September 2019- December 2020 - Personal Assistant

Office of Dr. Stephen Doh Fia
Guidance and Counselling Department
University of Cape Coast-Ghana
Served as a Personal Assistant

- Researched for articles
- Organised and researched data for lesson presentations.
- Organised supervision schedules
- Issued communiqué (e-mails) on behalf of employer.
- Typed, photocopied, and printed documents

September 2018 –July 2019 - National Service Person

Education and Psychology department
University of Cape Coast-Ghana

Served as a Teaching Assistant

- Organised tutorials in educational statistics for level 200 education students.
- Invigilated Students during quizzes and Examinations.
- Assisted in the preparation and organization of teaching materials and resources.
- Assisted in the grading of students work
- Run errands where and when necessary.

September- December 2017 Student Teacher

Academy of Christ the King, Cape Coast

- Taught Senior High School Students Core Mathematics.
- Graded students' exercises and examinations.
- Invigilated Students during Class tests and Mock/End of term Examinations.

June-July 2017

Intern

Swedru School of Business, Agona Swedru .

- Taught Home Economics students core mathematics.
- Supervised students during examinations.

Capacity Development

30th May- 1st July, 2022

Writer

Professional Learning Community

Handbook 2 for teachers in Senior High and Technical and Vocational Education and Training Schools

March 2022 – ongoing

Academic Committee Member

- Collate and Moderate examination questions
- Print examination questions
- Supervise invigilators and students during examinations.

July 2019 – till date

Assistant Examiner

Subject-Core Mathematics

West African Secondary School Certificate Examination (WASSCE)

West African Examination Council

17th -19th December, 2019

Survey Enumerator

WASSCE Validity & Reliability Study.

Center for Global Development & IEPA-UCC.

Leadership roles

August 2016- May 2017

Vice President, Department of Mathematics and ICT Education, University of Cape Coast.

2009- 2010

Girls School Prefect, Christ the King Preparatory School, Agona Swedru.

REFEREES

1. Prof. Eric Anane
Senior Lecturer
University of Cape Coast
eric.anane@ucc.edu.gh
+233544576674
2. Ruth Annan-Brew (Ph.D.)
Lecturer
University of Cape Coast-Ghana
ruth.keziah@ucc.edu.gh
+233208243204/+233249426895
3. Gladys Abena Amuaful (Ph.D.)
Headmistress
Ogyeedom Senior High Technical School
abenaanaman@gmail.com
+233244621461