**CURRICULUM VITAE**



RONALD ANDOH-KWAW

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**RONALD ANDOH-KWAW**

**PROFILE** I am a young determined person with 7 years working experience whose strength span from high level of integrity, strong communication skills, technology and analytical skills. My interest is in Information Literacy, library automation, Information systems, electronic resources, Total Quality Management practices (TQM), data analytics and database management.

**SKILLS & ABILITIES Library Administration:** Reference Services, Electronic Resource Management, Circulation, Basic filling, Library of Congress Classification System, cataloguing

**Web Application:** WordPress, Google forms, canvas

**Computer Software:** Microsoft Office Suite, Adobe Photoshop CC (Graphic design Software).

**Computer Languages**: Python, HTML and CSS 3

**Languages spoken:** English, Twi and Fante.

### EXPERIENCE COURSE TUTOR (INFORMATION LITERACY SKILLS)

### UCC ONE YEAR, TOP UP PROGRAMME (AGOGO CENTRE)

### DECEMBER 2020-JANUARY 2021

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### COURSE TUTOR (INFORMATION LITERACY SKILLS)

### IOE, UCC DISTANCE OUTREACH PROGRAMME ( ENCHI CENTRE)

### SEPTEMBER 2020 TO DATE

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### ACTING COLLEGE LIBRARIAN

### ENCHI COLLEGE OF EDUCATION

### OCTOBER 2019 TO DATE

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### SENIOR LIBRARY ASSISTANT, COE

**ENCHI COLLEGE OF EDUCATION**

September 2016– TO DATE

# TEACHER

**OLD YAKASI D/A PRIMARY SCHOOL.**

## May 2013 – July 2016

**EDUCATION**   **Master of Arts (Information Studies)**

University of Ghana, Legon

(September 2020)

**Bachelor of Arts (Information Studies with Economics)**

University of Ghana, Legon

(July 2015)

### SEMINAR/WORKSHOPS

**ATTENDED**  **December 2017**: Government of Ghana, Electronic Salary Payment Voucher (ESPV) and Human Resource Management Information System (HRMIS)

* **March 2018**: Science direct electronic resources packages for Colleges of Education
* **July 2018**: Economic policy and the agenda for jobs
* **July 2018**: T-TEL Challenge Fund.
* **November 2018**: The role of libraries in achieving the SDGs(GLA)
* **November 2019**: Media and Information Literacy seminar (Ghana Library Association)
* **February 2020**: Academic Library Management & Bibliometric and research Impact (Committee for University Librarians and their deputies-CULD-GH)
* **May 2020:** Online Design, Teaching and Learning course (Amsterdam University of Applied Sciences)

**PUBLICATION(S)**  *Adopting Total Quality Management (TQM) Practices in Academic Libraries in Ghana: Proposal of Edward’s Achievement of Quality Performance (EAfQP) Model*. ADRRI Journal of Arts and Social Sciences, Ghana: Vol. 17, No.3 (5), Pp.16-25, E-ISSN: 2343-6891, 31st January, 2020.] **URL**: https://www.journals.adrri.org/

### PROFESSIONAL

* Associate Member, Ghana Library Association

**MEMBERSHIP**

### REFERENCES PROF. HARRY AKUSSAH

Lecturer, Department of Information Studies,

University of Ghana, Legon

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