CURRICULUM VITAE

**PERSONAL DETAILS**

**Name**: Joyce Coleman

**Age**: 34

**Sex**: Female

**Date of birth**: 10thApril, 1986

**Place of birth**: Cape Coast

**Nationality**: Ghanaian

**EDUCATIONAL BACKGROUND**

Tertiary Education : Second Degree (2013-2017) - Master of Philosophy

Programme Offered : Curriculum Studies in English

English Courses Offered : Grammar, Discourse Analysis, Semantics etc

Other Courses : Curriculum Processes, Leadership in Curriculum,

Research Methods etc

Tertiary Education First Degree (2005-2009) - University of Cape Coast

Programme Offered : Barchelor of Education (Arts)

Major Course : English Language

Other Courses : History, Philosophy and Education.

Secondary Education : West African Examination Council (WAEC, 2001-2004)

Subject Studied : Literature-In-English, History and Government

Basic Education: Basic Education Certificate Examination (BECE, 2001-2004)

**PUBLICATION**

Sekyi-Whyte, E and Coleman J (June. 2020) The Impact of Basic Schools on Students’ Performance in English Language in the Second Cycle Institutions. *IOSR Journal of Humanities and Social Science (IOSR-JHSS) Volume 25, Issue 6, Series 10(June. 2020) 16-27e-ISSN: 2279-0837, p-ISSN: 2279-0845.www.iosrjournals.org*

**THESIS TOPIC**

Teachers’ Role in the development of Listening and Speaking Skills among students in selected Senior High Schools in the Cape Coast Metropolis.

**VOCATIONAL ATTACHMENT - JULY 2008**

**COMMISSION ON HUMAN RIGHTS AND ADMINISTRATIVE JUSTICE (CHRAJ)**

**JOB SCHEDULE:**

* Giving of lectures on human right issues to schools and other organisations
* Receiving and dispatching of letters

**NATIONAL SERVICE :( 2009-2010)**

**INTERNAL REVENUE SERVICE, ASSIN FOSO**

**DUTIES PERFORMED:**

* Issuing of VIT stickers to vehicle operators
* Issuing of receipts to taxpayers
* Assisting the operation team in field collection
* Issuing of Tax Credit Certificate to clients with good standing
* Documentations
* welfare

**WORKING EXPERIENCE**

1. **RECEPTIONIST: ANOMABO BEACH RESORT (2005-2006)**

**Job schedule**

* Checking in and out of guests
* Making reservations receiving cash payment
* Issuing of receipts to customers
* Receiving and making of calls for the company.
* Making Reservations

1. **SAINT ANDREWS SENIOR HIGH SCHOOL (2010-2011)**

**Tutor: English Language and History**

**Responsibilities**

* Teaching of English Language and History
* Preparation of lesson notes.
* Guidance and counselling
* Patronising clubs like debate and red cross
* Assessing students

**Other duties**

* A member of The Disciplinary Committee
* A Counselling Committee member

1. **AGGREY MEMORIAL ZION SHS, CAPE COAST.**

**Tutor**

**Subject – English language**

Duties included

• Planning lessons

• Assessing students

• Referring students to the clinic

• Reporting to the headteacher on matters of concern

**Other Responsibilities- Housemistress**

Duties

• Ensuring that students are in the house by 10:00pm

• Ensuring that students keep the surroundings neat and tidy

• Signing and issuing of exeat cards to students

• Conducting routine inspection to keep sanity around the house

• Ensuring discipline among all students in the house etc.

1. **DUTIES AS AN EXAMINER WITH THE WEST AFRICAN EXAMINATION COUNCIL (2016-DATE)**
2. Basic Education Certificate Examination
3. West African Secondary School Certificate Examination

**CURRENT EMPLOYMENT DETAILS**

**OLA COLLEGE OF EDUCATION (2018-DATE)**

**Position- Lecturer**

**Duties**

* Teaching English language across all levels
* Engaging in guidance and counselling
* Patronising student clubs and other associations
* Documentations for the college etc
* Supervising students’ project work
* Supervising teaching practice by students in out-segment

**WORKSHOPS/CONFERENCES**

1. DATE- 15TH JUNE 2020

TITLE: How Difficult Can Online Facilitation Be

ORGANIZER: E/Merge Africa with Tony Carr

ROLE: Participant

VENUE: Virtual (zoom)

1. DATE - 3rd June 2020

TITLE – The Book Publishing Process; An Elevoir Author Workshop

ORGANISER – Moodley Danishree

ROLE – Participant

Venue – Virtual (zoom)

1. DATE - 1st June 2020

TITLE – Capacity Building for College Tutors on use of Learning Platforms

ORGANISER – T-tel, Cent/West Zonal Team

ROLE – Participant

Venue – Virtual (zoom)

1. DATE - 26th-29th May 2020

TITLE – Navigation of the UCC IoE LMS

ORGANISER – OLA College Virtual Learning Committee in collaboration with Quality Assurance and ICT

ROLE – Participant

Venue – OLA College e-learning centre

1. DATE - 20th April- 1st May 2020

TITLE – Online Education for Tutors in Colleges of Eduacation

ORGANISER – T-tel with Prof. Dimitrios Vlachopoulos from Digital Society School; Amsterdam University of Applied Sciences

ROLE – Participant

Venue – Virtual learning (zoom)

1. DATE - 5th December , 2019

TITLE – Workshop for Tutors of OLA Colleges of Eduacation on Action Research

ORGANISER – The College Action Research Unit headed by Mr. E. K. Larbi Mantey

ROLE – Participant

Venue – OLA College of Education Conference Room

1. DATE - 2nd-5th December, 2019

TITLE – Capacity Building Workshop for all Academic Staff on Teaching Practice Supervision

ORGANISER – College Management in collaboration with Department of Education and Proffessional Studies

ROLE – Participant

Venue – OLA College Conference Room

1. DATE - 9th-10th September, 2019

TITLE – Subject-Based Workshop for Tutors of Colleges of Education

ORGANISER – IoE, UCC, Dr. Isaac Nwinlaaru

ROLE – Participant

Venue – Brekum College of Education, Brekum

1. DATE - 21 February, 2019

TITLE – Gender Responsive, Inclusion, Pedagogy, Classroom Management Practices

ORGANISER – T-tel/OLA Gender Team

ROLE – Participant

Venue – OLA College of Education Conference room

1. DATE - 6th February, 2019

TITLE – Workshop for Tutors of OLA College of Education on Action Research

ORGANISER – OLA College Action Research Unit

ROLE – Participant

Venue – OLA College of Education, Cape Coast.

**REFEREES:**

Rev. Sister Elisabeth AmoakohArhen

College Principal

OLA College of Education

Cape Coast

020-815 43 21

Rev. Prof. Philip A. Gborsong

Vice Dean/ Associate Professor

Faculty of Arts

University of Cape Coast

Tel: 024-4987308

e-mail: pgborsong@ucc.edu.gh

Joseph B. Archibald Afful

Associate Professor

Department of English

University of Cape Coast

Tel: 024-52 51 989

e-mail: jafful@ucc.edu.gh