**CURRICULUM VITAE**

**Personal Details**

NAME: Sekwo Cecilia

DATE OF BIRTH: 24TH December, 1970

PLACE OF BIRTH: Navrongo

NATIONALITY: Ghanaian

GENDER: Female

MARITAL STATUS: Married

NUMBER OF CHILDREN: Four (4)

PROFESSION: Tutor

RANK IN GHANA EDUCATION SERVICE: Assistant Director II F

CURRENT EMPLOYMENT: 2007-to date Tutor

SCHOOLS/COLLEGES/UNIVERSITIES ATTENDED

University of Education, Winneba 2018 - 2019

University of Education, Winneba 2009 - 2011

University of Education, Winneba 2002 - 2006

St John Bosco’s College of Education, Navrongo 1991 - 1993

Navrongo Secondary School 1987 - 1989

O L L Junior High School, Navrongo 1984 - 1986

St Mary’s Primary School, Navrongo 1978 - 1983

ACADEMIC AND PROFESSIONAL QUALIFICATIONS

Master of Philosophy in Teaching English as Second Language 2019

Master of Education in Teaching English as Second Language 2011

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B.Ed Basic Education UEW-Winneba 2006

Cert “A” 3Year, St John Bosco’s College of Education 1993

GCE “O” Level, Navrongo Secondary School 1989

BECE O.L.L. Junior High School 1986

RESEARCH EXPERIENCE

Graduate Research Work

* Carried out a research under the supervision of Mr. Andison Asonaba

On: “The Use of Games to Assist Students to Develop Spelling Skills” 2005 – 2006

* Conducted research on: “The Use of the Process Writing Technique to Help College

Students to Communicate Comprehensibly through Writing” under the Supervision

of Mr. Kweku Offori 2011

Conducting research under the supervision of Dr. Rebecca Apongolo on: “Analysis of cohesion and coherence in college students’ writing” 2019

* Supervised College students’ research work for over thirteen (13) years 2007 - 2020

PROFESSIONAL EXPERIENCE:

E P College of Education

English Language Tutor October, 2007 – Present

* Delivering instructions on assigned language courses.
* Utilize group work as well as peer assessment to promote students learning
* Evaluating students’ class work and homework
* Monitoring students’ performances on regular basis.
* Grading students’ test papers and provided feedback for improvements.   
  Maintaining students’ attendance and assessment records.
* Responding to students’ concern promptly.
* Assisting in students’ registration activities.   
  Identified students’ learning problems and developed action plans accordingly.

OTHER SKILLS

I am a well-motivated self-starter with in-depth knowledge in micro-soft word and excel. I also adapt very quickly to new computer programs.

ACHIEVEMENTS:

* Developed confidence in teaching and presenting to groups, and created a fun learning environment
* Received consistently positive feedback in students’ assessments and was commended by the College Principal
* Developed excellent interpersonal and multicultural communication skills

HIGHER EDUCATION EXPERIENCE

District master trainer in literacy ─ Nanumba North District: April 2012 – present

Worked collaboratively with the Nanumba Nouth District in-service coordinator to organize workshops on literacy teaching strategies, and on some English content areas for basic school teachers.

A lecturer at University of Cape-Coast─ Sandwich program: 2013– present

Taught various courses in English Language

A lecturer at University of Development Studies ─ Distant program: 2018– present

A literacy facilitator, Canadian teachers’ federation 2018

PUBLICATIONS AND PRESENTATION

“Using Games to Assist the Primary six Pupils of St Joseph School to Overcome their Inability of Spelling Words Correctly”-2006

“Using the Process Writing Technique to assist the first year Students of E. P. College of Education to overcome their Writing Inability”

“Analysis of cohesion and coherence in college students’ writing”

‘Gender training

RESPONSIBILITIES:

Senior Housemistress to the female students 2007-2018

in E.P. College of Education, Bimbilla

Head of Languages Department 2013- present

Highlights of my competencies as HOD include:

* Coordinating activities within the department to ensure effective teaching and learning of the target languages
* supporting colleagues, including all other members of the Leadership Team, in their

work for the development and improvement of the College

* supporting and contributing to the process of writing, implementing, evaluating and

reviewing the College Improvement Plan

* alongside the Principal, to ensure the safeguarding of students, and that the safety

and wellbeing of students and staff is promoted and maintained at all times.

* sharing responsibility for the management of the College and to contribute to the

consultative and decision-making processes including the formulation of aims and

objectives as appropriate.

* fully supporting whole college policy decisions, contribute to their establishment and

initiation and sustain their implementation and review

* actively promoting the College and liaise with outside agencies as necessary,

representing the Principal, the College and the Governing Council as appropriate

* ensuring that all areas of the College’s website are regularly reviewed so that the

information presented is both current and relevant.

COLLEGE REPRESENTATIVE:

Served as the staff representative of the College governing council October 2010 – 2014

Developed and facilitated various informative College presentations October 2007 - present

HONORS/AWARDS

Awards in the form of certificates were obtained from literacy workshops’

Awards in the form of certificates were obtained from T-TEL Leadership training and gender champion training.

CLUB/ORGANIZATION

* One of the Judges of reading competition at Gmantanbo FM station May 2013 – present
* Scripture Union – BIMBICO branch

A patron of the college scripture union 2008 – present

A member of the chaplaincy board 2008 ─ present

Assisting the college chaplain to give moral talks to the entire students’ body

INTERVIEWS ATTENDED

The most recent interview I attended was for the position of vice principal of E.P. College of Education Bimbilla 2016.

WORKSHOPS ATTENDED

T-TEL Workshop on leadership training: 2013

T-TEL Workshop on leadership training: 2015

T-TEL Workshop on leadership training: 2016

T-TEL Workshop on leadership training: 2017

T-TEL Workshop on gender training: 2017

T-TEL Workshop on gender training: 2019

T-TEL Workshop on gender training: 2020

PDS workshops 2016- present

Master trainers’ workshops on skill-based curriculum: 2019

ACTIVITIES OF INTEREST

Reading, Organizing, Investigating and Problem Solving

REFEREES

i. The Principal

E. P. College of Education

P. O. Box 16 Bimbilla

Cell Phone: 0203845090

ii. Dr. Kweku Offori

University of Education, Winneba

Cell Phone: 0208974845

iii. Dr. Rebecca Aponglo

University of Education, Winneba

Cell Phone: 0208316619

iv. Rev. Fr. Joseph Kofi Soukpea

St. Joseph’s Parish

Bimbilla

Cell Phone: 0244924872

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