**MERCY ROVA ANIM**

**P. O. BOX 13073, ADUM- KUMASI**

***Date of Birth***: 4th November, 1973  ***Tel:*** (233) 277875804

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**PROFILE**

A highly motivated and creative graduate with excellent academic qualification, honest, confident, hardworking leader, a person of keen judgment with a record of integrity and dependability, poised to leverage education and experience toward launching a successful career with an organization seeking an articulate team player committed to supporting organization objectives.

**EDUCATION**

**University of Education, Winneba,** Winneba Master of Philosophy (Educational Leadership), 2018 to present.

**Relevant Coursework**: Principles and Practice of teacher development, Supervision of Instruction, Theories of Educational Leadership, Research Methods in Education, Computer Application in Education, Statistical methods in Education, Economics of Education and Education finance, Organisational Behaviour and Cultural in Education.

**University of Education, Winneba, Kumasi**, Graduated in August, 2016. Bachelor of Science (Fashion and Textiles Design Education)

**Relevant Coursework**: Philosophy of Education, School Curriculum, Pattern Technology, Creative design and Working drawing, Introduction to Textile Technology, Modeling and Beauty culture, Communication Skills, Information and Communication Technology, Algebra and Statistics, Educational Technology, Fundamentals of Design and Equipment Technology, Fashion Drawing and Illustration, Garment Technology, Clothing management and Technology, Principles and Practice of Teacher Education, Pattern and Garment Development, Curriculum Studies in Technology Education, Liberal Studies, Introduction to Special Education, Management in Living, Food Science and Nutrition, Psychology of Human Development, Housekeeping Management, Trends in Technology and Vocational Educational in Ghana, Advanced Pattern Technology, Fabric Design and Decoration, Millinery and Accessory Construction, Advanced Garment Construction, Education Seminar, Action Research, Product Development, Fashion Portfolio, Research Method.

**University of Education, Winneba-Kumasi**. Graduated in December, 2011, Diploma in Education (2009-2011).

**Ghana Education Service, Kumasi-Ashanti**, Graduated in July, 2001 (1999- 2001)

Advanced Fashion

**Relevant Coursework**: Theory I

Theory II

Practical test

**WORK EXPERIENCE**

July, 2001 to July 2004: Institute of Fashion Study and Development (Buokrom-estate) Key Responsibilities:

* + - Pattern drafting and construction tutor
    - Business affairs tutor.
    - Prepared scheme of work and detail scheme of work.
    - Assigned class exercises, set questions for exams.
    - Preparation of pattern drafting dress modeling

September, 2004 to 2007: Babidox Vocational Institute (Buokrom-estate)

Key Responsibilities:

* + - * Dressmaking (part I and part II)
      * Pattern drafting and Construction
      * Proficiency in Dressmaking
      * Conduct and mark class exercises
      * Set and mark examination
      * Prepared scheme of work and detail scheme of work

September 2008 to February 2010: New Tafo Baptist and Vocational Institute

Key Responsibilities

* + - * Dressmaking ( part I and II)
      * Pattern drafting and Construction

September 2008 to February 2010: New Tafo Baptist and Vocational Institute

Headmistress

Key Responsibilities

* Vetting of teachers lesson notes
* Organizing in service training for teachers
* Representing school at TVET meetings
* Monitoring teachers and students academic achievements

March 2011 to date: Ntonso R/C JHS

Key Responsibilities

* Social Studies teacher JHS1 to JHS3
* BDT teacher JHS1 to JHS3
* Form mistress JHS3
* Guidance and Counseling Coordinator

***SKILLS AND COMPETENCIES***

* Results-driven, logical and methodical approach to achieving tasks and objectives.
* Determined and decisive, uses initiative to develop effective solutions to problems.
* Good interpersonal skills- works well with others motivates and encourages people.
* An experienced team leader with ability to handle multi-disciplinary projects.
* Experienced user of all classes of computer software (statistical packages, spreadsheet, word processing, network applications).
* Possess a constantly growing knowledge of Microsoft Excel and Microsoft Access. .
* Communication & Presentation: Exceptional interpersonal skills. Handle sensitive matters with tact, poise and diplomacy.
* Key Strengths: Finely tuned analytical and research skills with dedication to clear communication and presentations. Able to maintaining an exceptional rate of productivity, accuracy and efficiency.
* Familiarity with a variety of research techniques from literature searches through database and archives, to analyzing and synthesizing large volumes of information. Competent in both quantitative and qualitative analysis (interviewing and focus groups).

***ACTIVITIES AND INTEREST***:

* Reading of novel
* Online Research
* Listening to good music
* Dancing

**REFERENCES**

1. Mr. Emmanuel Owusu

English Language Department

University of education, winneba.

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1. Mr. Okyere Kwadwo

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