**EDWARD ABATANIE PADMORE**

## **BOX 561**

## **WA, GHANA**

## **abataniepadmore@yahoo.com**

**0201392018/0248612827**

**DATE OF BIRTH:** 25thNovember, 1986.

**SEX:** MALE

**RELIGION:** CHRISTIAN

**HOME TOWN:** LOHO, UWR. GHANA.

**PERSONALITY:** managerial skills, team building, leadership skills, innovative and high sense of responsibility, ability to work under pressure and meet deadlines, good communication skills.

**Education:**

### **University of Education, Winneba. (2017)**

### Master of Philosophy in Basic Education (Mathematics option).

### **University of Education, Winneba. (July 2013)**

### Bachelor of Basic Education (Mathematics option), 2nd Class Upper.

### **Jahan College of Education, Wa.** (**July 2010)**

### Diploma in Basic Education (2nd Class Lower).

### **St. Charles Secondary School, Tamale.** (**July 2006)**

### West Africa Secondary School Certificate Examination (WASSCE)

### **Sandema Preparatory Junior Secondary School, Sandema. (March 2003)**

### Basic Education Certificate Examination (BECE)

**WORK EXPERIENCE:**

**University of Cape Coast. (2018 to date)**

**Part time tutor**

* Prepared, taught and assessed Mathematics and other educational subjects in the university
* Invigilate both quizzes and end of semester’s exam

**University of education (winneba) (2018 to date)**

**Part time tutor**

* Prepared, taught and assessed Mathematics and other educational subjects in the university.
* Supervised students project work
* Supervised and Monitored both on-campus and out-campus teaching practices
* Invigilate both quizzes and end of semester’s exam

**Aswaj College of Education (Manwe, upper west ) ( 2019 to date)**

**Part time tutor**

* Prepared, taught and assessed Mathematics and other educational subjects in the university.
* Supervised students project work
* Supervised and Monitored both on-campus and out-campus teaching practices
* Invigilate both quizzes and end of semester’s exam

**ST. Andrew’s Junior High School, Wa. (Sept. 2013 to date)**

Mathematics teacher.

* Prepared, taught and assessed Mathematics lessons in the school.
* Provided technical (software/hardware) assistance to students and staff.

**Ancilla Catholic School (Wa)**

Part time Mathematics teacher**.**

* Prepared, taught and assessed Mathematics lessons in the school.

**Africa Financial business, Wa (2011 to Date)**

* Marketing Consultant and sold the company products.
* Gave advice to clients about Insurance policies.

**West African Examination Council, Wa. (2014, 2015, 2016)**

Invigilator for the BECE examinations.

* Invigilated students who wrote the BECE from start to the successful end of the whole exercise.

**Electoral Commission, Wa. (2014, 2015, 2016)**

Registration Officer,

* Interviewed applicants and took personal data of applicants.
* Managed and coordinated all activities in the registration center.
* Took charge of all the registration materials, equipment and documents.

**Electoral Commission, Tamale. (2006)**

Registration Officer,

* Interviewed applicants and took personal data of applicants.
* Managed and coordinated all activities in the registration center.
* Took charge of all the registration materials, equipment and documents.

**Electoral Commission, Wa. (April 2012)**

Data Entry Officer for 2012 Biometric Voter Registration.

* Registered people for the Biometric Voter cards.

**Sagu Junior High School, Sagu (Sept. 2010- July, 2013)**

Mathematics teacher.

* Prepared, taught and assessed Mathematics lessons in the school.
* Provided technical (software/hardware) assistance to students and staff.
* Form master from 2010-2013
* Sport master from 2010-2013
* Disciplinary committee chairperson from 2011-2013
* Exams office from 2011-2013

**LEADERSHIP EXPERIENCE AND ACHIEVEMENTS.**

**St. Andrew’s Junior High School, Wa**.**(Sept. 2013 - 2015)**

Form master,

* Monitored and kept records of the attendance of pupils.
* Monitored and kept records of the academic performance of pupils.
* Monitored and kept records of the social and psychological life of pupils.
* Monitored and kept records of the health of pupils.

**Sagu Junior High School, Wa. (Sept. 2010 - 2013)**

Staff Secretary,

* Recorded and kept all reports and minutes of all meetings and activities of the school.
* Drew all agenda organize all meetings and other activities of the school.
* Wrote all letters and proposals of the school.

**Ghana National Association Teachers. (Sept. 2011 - 2013)**

School Representative, Sagu Catholic Junior High School

* Represented GNAT members of the school at zonal meetings.
* Sent reports, grievances and opinions of members to the zonal executives.
* Reported to members about meetings attended at zonal level.

**St. Andrew’s Junior High School, Wa**.**(Sept. 2014 - Sept. 2015)**

Form master,

* Monitored and kept records of the attendance of pupils.
* Monitored and kept records of the academic performance of pupils.
* Monitored and kept records of the social and psychological life of pupils.
* Monitored and kept records of the health of pupils.

**Sagu Junior High School, Sagu. (Sept. 2011- Sept. 2013)**

Assistant Headmaster for Academics,

* Assisted and cooperated with my boss to manage learning resources.
* Assisted my Head teacher to supervise and assess both teachers and pupils’ performance.
* Organized in-service training for teachers.
* Assisted in the proper allocation and disbursement of capitation grant and keeping of financial records.

WORKSHOPS, SEMINARS AND COURSES

* In-service training for heads teachers and teachers on the validation of Electronic Salary Pay voucher.
* Certificate course (computer and mobile soft & hardware, sales and marketing) by RLG Institute of Technology.
* In-service training for teachers in Wa Municipality
* In-service training of Heads of JHS on effective leadership, management and communication.
* In- service training for Mathematics teachers.
* In-service training for headmasters on the management and use of the capitation grand and other school funds.
* Training of Biometric voter registration officers
* Workshop for AFB (Agents),

**COMPUTER SKILLS**

* Very good with Microsoft Office(2003, 2007,2010,2013)
* Photo design and editing.
* Has knowledge in Internet
* Knowledge in Internet research
* Very fast in typing with the keyboard
* SPSS.

**Interest and Hobbies:**

Working with computers,

Internet researching,

Reading.

**REFERENCE**

Micheal Nabie (PROF)

University of Education, Winneba

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Signature……………..………. Date:………………………………….