

# CURRICULUM VITAE

## ENOCH FANYI MENSAH

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### EDUCATION

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#### Bachelor of Science (Information Technology), Second Class Upper Division

Bluecrest University College, Kumasi Campus (August 2013 - June 2016)

#### Diploma In Basic Education, Second Class Lower Division

Dambai College of Education, Dambai (September 2008 - June 2011)

Diploma in Basic Education

### CAREER TRAINING

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**ALX Africa** – Professional Development Skills (Digital) **August 2024 – October 2024**

**AICE/ALX Africa** – Augmented Professional Development Skills (Digital) **June 2024 – July 2024**

### WORK EXPERIENCE

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#### Information Technology Coordinator **November 2021 - Present**

**Ghana TVET Service** – Nana Ampontua Technical Institute, Bekwai / Fr. Dogli Memorial Technical Institute, New Ayoma

- Maintained the schools Information Technology systems and networks for smooth running of tasks by both students and staff.
- Facilitated and improved students' learning and academic achievements through the use of technological tools and online learning platforms.
- Ensured systems are effective and efficient for daily activities of the school.
- Led the admission team for a successful admission and an 80% plus significant increase in enrollment of students on four consecutive admission periods.

#### Regional Representative **October 2024- November 2024**

**Richoco Essay Competition 2024** – Brand Surge Marketing, Ghana

- Engaged 30+ schools in 5 days to educate and encourage qualified students to participate.
- Two students were selected for the national competition, one secured 4<sup>th</sup> position and the other 11<sup>th</sup> position.

#### Manager/Graphic Designer **September 2017 - Present**

**Ondh IT & Business Solutions** – Katamanso, Greater Accra - Ghana

- Used tools like Adobe Photoshop, Coreldraw to create visual contents to meet customers needs.
- Made strategic plans and decisions to help meet customers' needs and increase productivity.
- Successfully handled the typing and printing of 10+ school exams for 4 years.
- Was able to open 2 new branches, one in 2019 and another in 2023.

#### Teacher **September 2011 - September 2017**

**Ghana Education Service** – Kumasi, Ashanti Region

- Delivered engaging, informative, and interactive lessons that catered for students' needs and learning styles.
- Used various methods like tests, etc. to evaluate student performance and adjusted teaching strategies accordingly.
- Established and enforced rules that created a conducive learning environment, which promoted respect and discipline.
- Provided guidance and emotional support to students dealing with personal or academic challenges.

#### Full Stack Developer **December 2015 - September 2017**

**Jesseat IT Solutions** – Amakom - Kumasi, Ashanti Region

- Lead the tech team to build and manage web applications for Danerst employment agency and other companies.
- Member of the team that networked and set up the systems of Danerst employment agency.

## IT Admin

October 2016 - December 2016

**Jesseat IT Solutions** – Amakom - Kumasi, Ashanti Region

- Procured IT tools and equipment needed for smooth operation.
- Ensured systems run efficiently and effectively.

## VOLUNTEER ACTIVITIES

**NABCO Trainee**, Nation Builders Corps (**NABCO**)

October 2018 - October 2021

**NABCO Trainee**, Tema Health Center

Store Manager - Received and distributed medical and non-medical items to various units, documented requisition forms and invoices and managed stocks.

**NABCO Trainee** - Tema Municipal Assembly

Worked in teams to issue digital addresses to properties within the Tema Metropolis.

## SEMINARS AND WORKSHOPS

**ICT Workshop** in Ghana

- Organized by RLG (October, 2013) @ Kumasi High SHS, Kumasi, Ashanti Region, Ghana.

**Entrepreneurship Seminar**

- Organized by Bridge of Hope Limited (May, 2015) @ Bluecrest University College, Kumasi, Ashanti Region, Ghana.

## LEADERSHIP SKILLS

**Team Project Manager**

- Professional Development Skills (Digital) Career Training by ALX Africa (October, 2024)

**Boys Prefect**

- Teshie AMA '7' JHS, Teshie, Accra – Ghana (September, 2003 to May, 2004)

## SKILLS

Project Management

Creativity and Innovation

Problem Solving

Teamwork

## LANGUAGES

Twi - Native

Ga - Fluent

English - Proficient

French- Beginner

## REFERENCES

**Jesse Atakora**

- Lecturer, Bluecrest University College, Accra - Ghana ([jattakora@gmail.com](mailto:jattakora@gmail.com)) +44 74 257 15990

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