Ebou

[Ebou.351466@2freemail.com](mailto:Ebou.351466@2freemail.com)

Personal statement

I am a conscientious and professional Teacher with extensive experience in teaching ICT, Science, and Network Administrator roles, currently seeking a new position as ICT Teacher or Head Teacher. A highly organised and efficient individual, whose thorough and precise approach to Educations has yielded excellent results. Recent achievements with my current employer include the implementation of a new curriculum and teaching methodologies using digital literacy as well as keeping abreast of the present technologies.

Key Skills

* Classroom and behavioural Management
* Teaching and Network administrator with servers 2012, 2008, 2003
* Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint
* Excellent communication skills, both written and verbal
* Microsoft Certified Professional, MCP, Cisco Certified Networking Association, CCNA
* Web Design, Development and Content Management
* Fully qualified Teacher

Employment History

**Teacher of ICT and Head of IT Department, Gambia Methodist Academy, Bakau mile 7 The Gambia**

(October 2013 – Present)

Achievements and responsibilities:

* Take part in all teaching activities
* Assess and evaluate students
* Review and update the curriculum and if necessary change or introduce a new relevant curriculum
* Make inventory of office equipment to keep track of missing or replace items
* Administer the computer networks in the computer labs
* Set examination questions and ensure that they test students’ skills.
* Keep records of students' scores
* Organise an extracurricular activities such as debate, computer quiz competition,

Head of Training, Nifty ICT Solutions, 54 Kairaba Avenue Serekunda, The Gambia KSMD

(March 2008 – October 2013)

Achievements and responsibilities:

* Take part in all training activities
* Registration of students and making lesson time table
* Set examination questions and device assessment methods for trainers
* Staff Appraisal
* Provide tutorials
* Partner with other educational institutions and examination bodies
* Revise the curriculum annually
* Manage students records, database and marks
* Make training budgets
* Maintain the LAN
* Update the hardware and software in the training labs
* Install both hardware and software in the training labs
* A member of the Management Committee that meet quarterly
* Recruit trainers
* Revised the policy manual of the company annually
* Make a training proposals to other institutions
* Did a number of corporate training with prominent institutions like the Medical Research Council ( MRC) NGOs, and Government institutions.
* In April 2009 as part of a consultancy training awarded to Nifty ICT Solutions i had carried out a training survey to assess the ICT training needs and IT Infrastructure of member institutions of the National Climate Committee and draw up a training package for some key staff for over fourty institutions

Training Officer, Quantum Associates Co Ltd, Gacem Road, Kanifing Industrial Area, The Gambia

(March 2004 – December 2005)

Achievements and responsibilities:

:

* Take part in all training activities
* Registration and grouping of students
* Provide tutorials
* Supervise other trainers
* Revised the Training Manual
* Increase students enrolment
* Make an inventory of office equipment
* Send a monthly report to the training manager
* Maintain the LAN in the training rooms
* Advertise the courses using leaflets and course brochures with a view to increase enrolment

Acting Branch Manager,, Quantum Associates Co Ltd, Basse, Upper River Region, The Gambia

(January 2006 – December 2007)

Achievements and responsibilities

* Take part in training activities
* Monitor the Workshop, Internet Café, and the training Department
* Authorize all forms of payment, salaries, invoices, loans, etc.
* Staff Appraisal
* Send bi-weekly report to headquarters
* Make an inventory of office equipment
* Attend management meetings on matters affecting the company and the way forward
* Revised the policy manual and if necessary amend it to suit workers needs
* Ensure and upgrade in software both in the training rooms and in the internet café
* Ensure computer security such as virus protection, hackers, and other forms of security measures

Science and IT Teacher, Muslim Senior Secondary School, Banjul, The Gambia

(September 1994 – March 2000)

Achievements and responsibilities

* Takes part in the teaching of general science and IT
* Developed and revised the Teaching manuals.
* Coordinate the Computer Club.
* Class Teacher/Manage students’ class register and marks
* Assess and evaluate students
* Developed and revised the Teaching manuals.

Head of Computer Department, Muslim Senior Secondary School, Banjul, The Gambia

April 2000 – March 2004

Achievements and responsibilities

* Attend Senior staff meetings
* Take part in teaching
* Supervise IT Trainers
* Revised Teaching manuals and examination questions before administered to students
* Monitor teachers wishing to use the internet for teaching
* Coordinate the Computer Club.
* Monitor the extra curricular activities on IT
* Organise debate and symposium on IT

Education And Professional Development

Prometric online exam

(June 2010)

Microsoft Certified Professional, MCP

**Management Development Institute, MDI Road, Kanifing, The Gambia**

(September 2003 – March 2004)

Cisco Certified Networking Association, CCNA

**World Links (Professional Development Workshops)**

(September 2000 – March 2003)

* Microsoft Office
* PC Troubleshooting and Maintenance
* Software Installation
* HTML
* Networking with Windows 2000 Server & Windows 2000 & Win XP

**The Gambia College, Brikama Campus, The Gambia**

(September 1992 – July 1994)

* HTC (Higher Teachers Certificate)
* Chemistry (Major), English Language (Minor)
* Teaching Practice - Pass

**Gambia High School Banjul, The Gambia**

(September 1984 – July 1987)

* GCE O’ Level.
* English Language, Biology, Chemistry, History, Agric Science, Geography

**Saint Augustine Junior Secondary Technical School**

(September 1983 – July 1984)

* Junior Secondary School Leaving certificate

**Crab Island Junior Secondary Technical School**

(September 1979 – July 1983)

* Junior Secondary School Leaving Certificate

Hobbies & Interests

At my leisure time i enjoy surfing the internet and using social networking website like facebook. I also like reading newspapers to catch up with the week events i fail to capture. Often i watch news on the television. I am very much interested in carrying out research on the lnternet.