

## **CURRICULUM VITAE**

### **PERSONAL DETAILS**

Name: Tracy Ama Ago Kwaning  
Address: Plot 22-23I Kronum Afrancho, Ashanti  
Telephone: 0545484942/0548786474  
E-mail Address: tracykwaning67@gmail.com

### **SUMMARY PROFILE**

- Self-motivated, hard-working individual with the ability to work for long hours with little or no supervision and quickly grasp new ideas and integrate them into desired results.
- Professionalism, trustworthiness, reliability, respectfulness, excellent oral and written communication skills, relationship management are my benchmarks.

### **EDUCATIONAL BACKGROUND**

- **UNIVERSITY OF EDUCATION, GHANA**      **August 2014- July 2018**  
Bachelor of Arts English Language Education
- **KUMASI GIRLS' SENIOR HIGH SCHOOL, GHANA**      **2010- 2013**  
West African Senior School Certificate
- **STATE EXPERIMENTAL JUNIOR HIGH SCHOOL, GHANA**      **2007-2010**  
Basic Education Certificate Examination

### **WORK EXPERIENCE**

**English Language Teacher, Aduman Senior High School**      **January 2021-Till Date**

### **RESPONSILITIES**

- Plan, implement and evaluate instructional programs for area(s) of assignment and

student population.

- Modify instruction based on feedback and reflection.
- Work cooperatively with administration and staff at the building level to best meet the educational need of the student population.

**Part-time Distribution Officer, ADB Ghana Limited     July 2021- Till Date**

**RESPONSIBILITIES**

- Medical equipment supply, installation, maintenance, servicing and user training.

**English Language Teacher, Brilliant Academy**

**January 2020-December**

**2020**

**RESPONSIBILITIES**

- Plan, prepare and deliver lessons.
- Create and reinforce classroom rules.
- Prepare learners' standardized tests.

**English Language Teacher, Kumasi Girls' SHS (National Service)**  
**November 2018- August 2019**

**RESPONSIBILITIES**

- Plan, design and implement lessons.
- Track and assess learners' work progress.
- Create and reinforce classroom rules.
- Prepare learners' standardized tests.

**Part-time Sales Agent at Uber Ghana**

**July 2017- January 2020**

**RESPONSIBILITIES**

- Sign up and assist drivers
- Train drivers on how to use the uber app.

### **TRAININGS/ SEMINARS ATTENDED**

- |  | <b>2023-Till date</b> |
|--|-----------------------|
| • Professional Learning Community (PLC)  |                       |
| • Mandatory Online Sexual Harassment Awareness and Prevention Training<br>(Certificate of Participation) | 2025                  |
| • Sensitization on Education Policies, National Teaching Council<br>(Certificate of Participation)       | 2023                  |
| • Subject Content, Methodology and Professional Portfolio of Teachers                                    | 2022                  |
| • A Continuous Professional Development Training, Kodie<br>(Certificate of Participation)                | 2022                  |

### **SOME POSITIONS HELD**

- Patron, School Drama and Debaters Club at Aduman Senior High School
- Form Mistress at Aduman Senior High School
- Staff Secretary at Aduman Senior High School
- Patron, School Drama and Debaters Club at Brilliant Academy

### **RESEARCH PAPER FOR UNDERGRADUATE DEGREE**

Helping Senior High School Form One Students Overcome Reading Problems (A CASE STUDY OF KUMASI GIRLS' SENIOR HIGH SCHOOL)

**References available upon request.**