

Curriculum Vitae

P. O. Box Kaneshie, Accra

Email: tonybaffoe2060@gmail.com

Telephone: +233(0)277 343 991 / +233(0)544 585 319

PERSONAL DETAILS

Name : Anthony Kofi Baffoe
Marital Status : Married
Citizenship : Ghanaian
Gender : Christian
Language Spoken : English, Akan

PERSONAL PROFILE

A smart, creative and highly motivated individual. Proactive intellectual with leadership drive and analytical mind having passion for success.

EDUCATIONAL BACKGROUND

<u>Institution</u>	<u>Qualification</u>	<u>Year</u>
University of Ghana	Bachelor of Science in Administration	2006-2009
L.I.F.E. Bible Institute	Diploma in Theology	1997-1999
Swedru Secondary School	G.C.E.	1973-1978

SKILLS AND ABILITIES

- Ability to communicate effectively.
- Ability to work both automatically as well as being part of a multi-disciplinary team.
- Ability to promote and maintain effective interpersonal relationship.
- Ability to take initiative and maintain positive attitude.
- Ability to analyze research and synthesize information in order to make sound recommendation.
- Proactive and result oriented.

Curriculum Vitae

- High personal integrity
- Honest, transparent and reliable
- Excellent, analytical and numerical skills
- Good listening skills
- Planning and organizational skills

WORKING EXPERIENCE

<u>Institution</u>	<u>Position</u>	<u>Year</u>
Ave Maria School	(Mathematics) Teacher	2001-2020

Responsibilities

- Prepare weekly plans on time
- Design coherent and teaching methodology
- Identify pupil's needs and helping pupils solving problems
- Preparing student to write final exams

St. Anthony's School	(Mathematics) Teacher	1998-2001
----------------------	-----------------------	-----------

Responsibilities

- Preparing student to write final exams
- Design coherent and teaching methodology
- Identify pupil's needs and helping pupils solving problems
- Prepare weekly plans on time

Winston Salem Preparatory/JSS	(Mathematics) Teacher	1985-1998
-------------------------------	-----------------------	-----------

Responsibilities

- Identify pupil's needs and helping pupils solving problems
- Design coherent and teaching methodology
- Prepare weekly plans on time
- Preparing student to write final exams

W. Biney & Co. (NIG.) Ltd.	Record Clerk	1980-1984
----------------------------	--------------	-----------

Curriculum Vitae

HOBBIES

- Soccer
- Reading
- Listening to Gospel Music

REFERENCES

1. Mr. Isaac Nkrumah
Administrator
Ave Maria School
Tel.: +233(0)249 255 186

2. Mr. Isaac Osei Marfo
Marketing Manager
Micro Details Ghana Ltd.
Tel.: +233(0)249 643 458

3. Mr. Ofori Atta
ICT Department
University of Education, Winneba
Tel: +233(0)246 395 494