

COBBINA PRINCE

Akurem-Aboabo Mama street, Kumasi, GHANA | +233541430065 | Princecobbina36@gmail.com

EDUCATION

Kwame Nkrumah University of Science and Technology, Kumasi, Ghana

August 2020

Bachelor of Arts in Social Work

- Relevant skills: Research, Effective communication, critical thinking, budget proposal, Interpersonal relationship
- Clubs: AISEC, KNUST, Association of Students of Social Work, Studatour Limited, PAX Choir KNUST, Campus Movie Premiere Association.

Tijjaniya Senior High School, Ashanti Region, Ghana

May 2014

Business Option

- West Africa Secondary School Certificate Exams (Wassce)

VOLUNTEER AND WORK EXPERIENCE

Kwame Nkrumah University of Science and Technology, Kumasi, Ghana

09/2020 - 09/2021

Junior IT Assistant

- I gained myself in networking, troubleshooting, running new operating systems and also data recovery management.
- I conducted data analysis using SPSS to analyse data either through quantitative or qualitative method.
- I assisted with some major and minor problems like running new installations on computers and also checking and fixing network problems I provided technical support for nurses and doctors to be able to freely use the Hospital Management system called the EMR.

BIODFP Agency, Kumasi-Ghana

09/2019 - 07/2020

Volunteer

- I supported in community impact project for the people of Bimma Number 2.
- I created online platform service for the department to be using to communication and be having discussions as and when needed.
- I assisted my Church IT team undergo a full data management assessment.
- I was responsible for accountability of raising funds to support a community impact project at Bimma Number 2.
- I designed flyers to be distributed to most various department for easy awareness and contributions.

MAMA Angels Day-care, Kumasi-Ghana

06/2018 - 07/2018

Student Intern

- Engaged in mobilizing the kids to their various rooms and also assisting them with some simple and basic computer knowledge.
- Assisted children with intellectual disabilities in the academic field.
- Provided counselling to caregivers on childcare of the children's home.

University Information Technology Service -UITS, - Kumasi

06/2017 - 08/2017

Student Intern

- I monitored and evaluated ongoing projects being taken like the Network Topography.
- I engaged in networking and installations.
- I did installation of software's like anti-virus, media players, Microsoft suits, and some educative software's.
- I worked on new operating systems on their respective devices.
- Again, managing network issues, internet connections and some other related issues which I did with great supervision.

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University Hospital HITS– Kumasi – Ghana

01/2021 - DATE

Employment

- I manage the hospitals network system by constantly checking for bad singles which might interrupt work efficiency by so doing troubleshooting once awhile
- I manage the hospitals software by making use end user (nurses, doctors, records, accounts and Administrators are able to freely use the system without any issues.
- I most often conduct workshops for newly staff for productive assessment
- I assist staff with some major and minor IT related issues like, windows installation, virus removal and some other educative software's
- I remote all computers for easy indication for errors.
- I manage and stabilize network and servers periodically for swift output.

LEADERSHIP EXPERIENCE

Association of students of Social Work-KNUST

09/2019 - 07/2020

Senior IT Consultant

- I created an online platform for the department
- I assisted freshmen to be able to access their student portals
- I assisted freshmen to be able have a direct link between student and lecturer using the student aim app which was design by the UITS.
- I design department flyers for easy identification of lecture halls.
- I managed to assists students with the easy access to the online reading materials.
- I supervised the Organizing a tutorial section for IT.

Social Work Association, KNUST.

09/2017 - 07/2018

Senior IT Consultant

- I organized SPSS and NVivo training for final year students.
- I also encouraged students to take advantage of the online education system.
- I established programs to assist first year's understanding the relevance of Information Technology and perusing their academic excellence.

LANGUAGES

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|-----------|--------------------|
| • English | Advance |
| • Hausa | Upper Intermediate |
| • Fanti | Proficient |
| • Twi | Proficient |

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SKILLS

- Administrative Support
- Great Listener
- Microsoft Applications
- Team Collaboration
- Microsoft Office Suite
- Workflow Optimization
- Multitasking and Organization
- Client Relationships
- Computer Skills
- Troubleshoot Service Issues
- Public Speaking
- Internal and External Communications
- Mobilization

SPECIAL AWARDS

- Citation of honour for immense contribution towards community impact project for 2019-2020 academic year.
- Winner of Junior Youth Bible Quiz competition- 2008.

REFEREES

Dr. Edward Asamoah

Lecturer, Department of Social Work KNUST

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Mr. Emmanuel Adu-Gyamfi

Principal ICT Assistant KNUST

Head of network unit

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Mr. Emmanuel Quainoo

Web developer, Truphase

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