



CURRICULUM VITAE

Over 20 years of experience in the IT field, specializing in IT services, website design, and training. Skilled in hands-on website design and development, committed to continuous learning and professional growth to effectively meet the evolving challenges of the IT industry.

BOTCHWAY BRIGHT BERNARD

Date of Birth

- 4th May 1979

Sex

- Male

Languages

- Ewe
- English

Nationality

- Ghanaian

Marital Status

- Married

Religion

- Christian

Hometown

- Kpando. V/R.

Postal Address

- P. O. Box MA 246
- Ho. V/R.

GPS

- VH-0011-8121

Contacts

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- 020 909 1616

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- jetbernard@gmail.com

Website

- www.bbitsonline.com/bb
- www.bigbrightgh.blogspot.com

Linkedin/Facebook

- Brightway Botchway

PERSONAL ATTRIBUTES:

- Maintain a professional and ethical approach to all work activities
- Demonstrates a strong desire to learn and adapt to new technologies and best practices
- Ability to collaborate effectively with colleagues and other departments within the organization

WORK EXPERIENCE:

2012 – Till Date: Tanyigbe Senior High School

- Designed school websites and online admission portals
- Developed e-voting systems
- Delivered engaging IT lessons and courses
- Taught fundamental computer skills (Microsoft Office Suite)
- Introduced students to programming concepts, i.e. HTML, QBasic
- Prepared and administered assessments (tests, quizzes, projects)
- Troubleshoot and resolved hardware and software issues
- Provided technical and IT support
- Managed network and system administration
- Installed and configured software applications

2008 – Till Date: Electoral Commission Ghana – Ho Municipal

- Set up, tested, and maintained all election equipment, including Biometric Voter Registration kits and Biometric Verification Devices
- Resolved technical equipment issues during elections
- Ensure the proper functioning and security of all equipment
- Trained election officials on voter registration and election equipment
- Provided guidance on voter registration, voting procedures, and result collation
- Provided ongoing technical support to election officials during voter registration and elections

2011 – 2013: Hope FM (93.1), Ho. V/R.

- Provide technical support to presenters and other staff members
- Ensured broadcast technical quality, including sound levels, audio effects, and signal strength
- Operated and maintained studio equipment, including microphones, mixers, audio processors, and recording devices.

2003 – 2008: Sunrise Christian Junior High School, Ho. V/R.

- Provided IT training to staff and students
- Procured IT and Technology-related devices for the school
- Serviced and maintained the school's computers in the ICT lab

Skill Highlights

- Excel Essentials
- Website Design (HTML, CSS, WordPress)
- Graphic Design (Canva, Adobe Photoshop, Pinterest)
- Database Design (Access, SQL)
- Power BI (Data Analysis)
- Adequate knowledge in Cyber Security

Books Written

- Easy Guide on Word (2019, 2025)
- Excel Made Easy (2019, 2025)
- Excel for All (2010)
- Inside Out – MS Word (2007)

eBooks Link

- <https://bbitsonline.com/ebooks>

Websites Designed (Portfolio)

- <https://tashsggh.com/>
- <https://admission.tashsggh.com/>
- <http://skyseriesgh.com/>
- <https://algconsults.com/>
- <https://svdghapdo.org/>
- <https://gfd.org.gh/>
- <https://ticcsggh.com/>
- <https://voltagepads.org/>
- <http://amenuveve.org/>
- <https://kcrfchildren.org/>
- <https://kudjohattah.com/>
- <https://giverightfoundation.org/>
- <https://surewordpowerchapel.org/>
- <https://voltagebibleco.com/>

Hobbies

- Playing Football
- Listening to music
- Reading



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QUALIFICATIONS AND CERTIFICATES:**2021 – 2024: Ghana Communication Technology University**

- Bachelor of Science in Information Technology

2008 – 2009: Cambridge International College

- Diploma in Computers & IT in Business and Management

1996 – 1998: St. Mary's Seminary Senior High School

- Senior Secondary School Certificate Examination (SSSCE)

SUPPLEMENTARY CERTIFICATES**2025: Cambridge International Qualifications**

- Certificate in Basics of Microsoft Power BI
- **Exodus Experts**
- Certificate in Career Boost with Microsoft Power BI

2024: AQ Skills

- Certificate in Website Design (Elemento Builder)

2021: Earn and Excel

- Certificate in Microsoft Excel 2019/365

2002 – 2003: New Age Computer Training School

- Certificate in DOS, Windows OS and Microsoft Office Suite

POSITIONS HELD:

- 2025:** Head of Department, IT, Tanyigbe Senior High School
- 2016 To Date:** Top Trainer/Technician, Electoral Commission Ghana, Ho Municipal, Volta Region
- 2008 To 2020:** Collation Officer, Electoral Commission, Ho Municipal

REFEREES:

- Mr. Samuel Bruku
The Headmaster
Tanyigbe Senior High School
P. O. Box MA 246
Ho.

Tel: 024 338 0953
- Mr. Oduro Numapau Awuah
Deputy Regional Director of Election
Electoral Commission Ghana
Koforidua.

Tel: 024 324 7962
- Mr. Anthony Delali Owusu-Adjah
Finance Department
Fred N. Binka School of Public Health
University of Health and Allied Sciences
Hohoe Campus

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