



CURRICULUM VITAE

An experienced Information Technology professional and ICT educator with expertise in website design and development, computer applications, data analysis, database management, networking, and educational technology. Passionate about using technology to improve teaching, learning, business processes, and digital services.

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.

GPS

- VH-0011-8121

Contacts

- 024 311 5791
- 020 909 1616

E-mail

- jetbernard@gmail.com
- bb@bbitsonline.com

Website:

- www.bbitsonline.com/bb



Scan QR Code

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/Institution

WORK EXPERIENCE:**2012 – Till Date: Tanyigbe Senior High School**

- Designed school website and online admission portals
- Developed e-voting and PTA Management System
- 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

Linkedin/Facebook

- Brightway Botchway

Key IT Skills

- Website Design & Development
- WordPress & Custom Web Development
- HTML, CSS, JavaScript & PHP
- Database Management
- Data Analysis & Visualisation
- Microsoft Excel & Power BI
- E-learning & Educational Technology
- School Management Systems
- E-voting Systems
- Domain & Web Hosting Management
- IT Support & Troubleshooting
- Digital Content Development

Professional Interests

- Information Technology Education
- Web Technologies
- Educational Technology
- Data Analytics
- Artificial Intelligence
- Software and Systems Development
- Digital Transformation

Books Written

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

eBook Link

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

Websites/Database Portfolio

- <https://tashsgh.com/>
- <https://pta.tashsgh.com/>
- <https://admission.tashsgh.com/>
- <https://stceciliaho.org/>
- <https://skyseriesgh.com/>
- <https://svdghapdo.org/>
- <https://ticcsgh.com/>
- <https://voltabileco.com/>

Hobbies

- Playing Football
- Listening to music
- Reading

QUALIFICATIONS AND CERTIFICATES:

2026: University of Education, Winneba

- Special Postgraduate Diploma in Education (SPGDE)

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

2026: AQ Skills

- Google Automation Masterclass: Build E-commerce Systems with AppSheet & Apps Script

2025: Cambridge International Qualifications

- Certificate in Basics of Microsoft Power BI
- Exodus Experts**

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 To Date: Head of Department, IT, Tanyigbe Senior High School

2008 To 2024:

- Top Trainer/Technician, Electoral Commission Ghana, Ho Municipal, Volta Region
- Collation Officer, Electoral Commission, Ho Municipal

REFEREES:

- Mr. Samuel Bruku
The Headmaster
Tanyigbe Senior High School

Tel: 024 338 0953
- Mr. Moses Gemeh
Ministry of Education
Accra

Tel: 024 972 7099
- Mr. Oduro Numapau Awuah
Deputy Regional Director of Election
Electoral Commission, Ghana, Koforidua

Tel: 024 324 7962