

FRANCIS ASARE

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POST- SECONDARY EDUCATION

Bachelor of Education (Elementary Education)

University of Cape Coast | Cape Coast

August 2020- August 2024

Ghana

PROFESSIONAL WORK EXPERIENCE

Graduate Assistant

Office of the Student Academic Affairs | University of Cape Coast

September 2025- January 2026

Ghana

- Provided administrative support for graduate program assessments and accreditation
- Implemented a graduate student feedback system, improving departmental response time by 23%
- Facilitated communication between departments and graduate students
- Assisted in coordinating graduate student orientations and workshops
- Provided support for registered graduate student organizations on campus

Academic Advisor & Teacher

True Faith Preparatory School

October 2018- January 2020

Ghana

- Assessed the performance of students and coached students towards better academic results
- Students are being taught and trained with the help of technology, improving the learning process
- Tailored lesson plans to use with 30 students of different levels and increased student's engagement by 25%
- Diversity and inclusion efforts that are also coordinated, promoted a healthy classroom culture

Administrative Assistant

Department of Basic Education | University of Cape Coast

February 2025- July 2025

Ghana

- Kept confidential documents safe and accurate.
- Coordinated office mail and prepared reports on time.
- Helped 3 lecturers and staff with admin tasks and student queries.
- Coordinated a successful departmental event that improved communication and got positive feedback.

Teaching Assistant

Department of Basic Education | University of Cape Coast

October 2024- August 2025

Ghana

- Spearheaded bi-weekly office hours for 76 students, boosting semester exam scores by 10%, assisted 5 lecturers with teaching and grading assignments
- Led tutorial sessions and co-designed assessments, enhancing evaluation accuracy for 76 students, improving their understanding of course materials
- Marked and provided feedback on student assignments and exams
- Orchestrated career fairs connecting 78+ students with top employers, enhancing employment opportunities
- Supported a 25% increase in student pass rates through targeted tutorial sessions and individualized feedback, benefiting over 76 students in the 2024-2025 academic year
- Directed communication between students, faculty, and administration to foster a supportive learning environment.

Research Assistant & Junior Editor

Department of Basic Education | University of Cape Coast

August 2025- November 2025

Ghana

- Led research that increased student achievement by 15% and improved research practices for 40% of staff
- Mentored a large team and shared findings, promoting new strategies across 10+ partner institutions
- Increased departmental recognition through publications and data analysis that raised pass rates and narrowed the achievement gap by 10%
- Conducted research or assessment on the quality of life graduate students at the University of Cape Coast
- Formatted text according to academic publishing guidelines
- Footnote/ Endnote/ Annotated Bibliography
- Created an Index

Peer Reviewer

November 2025- Present

International Journal of Research and Innovation in Social Sciences (IJRISS)

- Reviewed and evaluated research article “From Policy to Practice: Implementation of The Results-Based Performance Management System in Rural Philippine Schools”
- Evaluate the article’s methodology and provided constructive feedback to enhance its validity and reliability
- Assess the article’s policy implications and relevance to education stakeholders, offering suggestions for improvement
- Critique and provide feedback on manuscript

HIGHER EDUCATION EXPERIENCE

Graduate Assistant

October 2024- August 2025

Students Services Office | University of Cape Coast

Ghana

- Coordinated graduation gown distribution to graduands
- Helped with students’ orientation and transition programs
- Assisted students with questions and linked with to the resources
- Administrative support for student services programs

Graduate Assistant

October 2024 - August 2025

Office of Academic Counselling | University of Cape Coast

Ghana

- Conducted student intake and assessed concerns, using advising
- Triageed students concern and referred students to campus resources
- Collaborated with Academic Counsellors to support students’ academic success
- Developed and implemented a referral system, increasing student engagement with campus resources by 25%

Students Advisor

February 2022- August 2023

Atlantic Hall | University of Cape Coast

Ghana

- Advised 675 students on academic and personal matters
- Organized 3 hall programs that improved student engagement and community spirit
- Mediated 35 student conflicts with 65% resolution rate through peer support
- Sustained post- graduation connections with 41% of advisees, guiding career transitions

PUBLICATIONS

- **Francis Asare**, Vincent Emmanuel Antwi (2025). The Impact of School Socialization on the Academic Achievements in Social Studies at Kokote M/A Grade Seven., 9(10), <https://doi.org/10.47772/IJRISS.2025.91000734>.
- **Francis Asare**, Cecilia Adomah, Vincent Emmanuel Antwi (2025). Examining How Broken Homes Affect the Academic Performance of Students of Cape Coast Metropolis., 9(11), <https://doi.org/10.47772/IJRISS.2025.91100036>.
- **Francis Asare**, Owusu Jennifer, Vincent Emmanuel Antwi (2026). Influence of Professional Capital on Senior High School Teachers’ Job Satisfaction in the Shama District. ,10(1), <https://doi.org/10.47772/IJRISS.2026.10100154>.

RESEARCH INTERESTS

- Social Justice in Higher Education, Learning Disabilities and Interventions
- Engaging with a diversity of colleagues in the Higher Education, Leadership & Administration
- Curriculum Development, Curriculum Change, and Effective Pedagogies, and Student Success & Retention
- Student Attitudes and Engagement, Inclusive Education and Support Systems
- Technology Integration, Citizenship Education, and Teacher Professional Enhancement

COMMUNITY ENGAGEMENT& LEADERSHIP

Assistant Debate Team Coach

2023-2024

Faculty of Educational Foundation Students Association |University of Cape Coast

Ghana

- Coached debaters to achieve a 90%-win rate in regional competitions.
- Developed debate curriculum, boosting member engagement by 30% and debating skills
- Led teams to a 95% qualification rate for national debate finals.

Programme Representative 2020-2024
Department of Basic Education, Elementary Education | University of Cape Coast
 Ghana

- Led student-faculty communication, resolving concerns.
- Orchestrated academic field trips and excursions.
- Attended Academic Board meetings, contributing to timetable drafting.

Vetting Committee Chairman 2022-2023
Faculty of Educational Foundation Students Association | University of Cape Coast
 Ghana

- Led the vetting committee, ensuring the eligibility and integrity of student leaders.
- Spearheaded the screening process, maintaining transparency and fairness.
- Piloted the verification of student credentials, upholding the association's standards.

Community Service 2018- 2019
Antoakrom Local Orphanage Kumasi
 Ghana

- Coordinated and participated in outreach programs, providing educational and recreational activities to over 53 orphaned children
- Led 2 team of volunteers to provide support and care to 53 children, including mentorship and tutoring
- Developed library program, increasing children’s reading engagement by 25%

Founder & Coordinator 2025 - Present
Read-to-Lead Literacy Program, Kumasi School Outreach Programs
 Ghana

- Lead team of 24 volunteers in conducting educational workshops for 245 underprivileged learners.
- Initiate “Read-to-Lead” literacy program, improving reading skills among 245 students
- Organize donation drives and distribute learning materials to 5 schools in Kumasi.

EXTRA-CURRICULAR ACTIVITIES

Debate Club Coach 2020-2022
Faculty of Educational Foundations Students Association | University of Cape Coast
 Ghana

- Collaborated with club management to initiate a new program
- Coordinated weekly meetings and facilitated discussions
- Piloted ways to recruit new members to populate the club

INTERNSHIPS & VOLUNTEERING

- **Volunteer**, Community Health Outreach- Agric Amanfrom Ghana 2022- 2023
- Organized community clean- up, engaging over 50 residents and improving sanitation
- **Intern**, Environmental Sanitation Unit- Kwadaso Municipal Assembly January 2021
- **Facilitator**, Hygiene and Sanitation workshops- Agric Amanfrom Community January 2021

HONORS & AWARDS

- University of Cape Coast Dean’s List September 2024
- Best Course Representative of the Year: Issued by the Department of Basic Education, UCC August 2022
- Most Influential Traditional Council Member of the Year: **Atlantic Hall Traditional Council** June 2022

WORKSHOPS & CONFERENCES

- Participant: For Strength of Youth Conference, University of Cape Coast September 23, 2023
- Participant: Common Core Programme, Prempeh Assembly Hall October 18, 2022
- Participant: NaCCA- Standards-Based Curriculum. New Curriculum Development June 1, 2019
- Participant: One-day Workshop on Improving Internal Controls in the High School and the New Public Financial Management Regulation May, 2019

SKILLS

- **Research & Analysis:** Proficient in designing experiments, collecting and analyzing data using statistical tools like SPSS and R, and interpreting results to inform decision-making. Working effectively with students, faculty, staff, and alums
- **Administrative:** Experienced in managing schedules, tracking expenses, and producing reports, with strong time management and multitasking skills. **Ability to work autonomously and collaboratively, sense of humor**
- **Language:** Fluent in English, with the ability to communicate effectively to build strong relationships. **Productivity software:** Proficient with all Microsoft Office Programs, especially Word, Excel, Power point, and Publisher
- **Online learning management systems:** Google Classroom, Moodle, Video conferencing tools: Zoom, Google Meet. Digital communication platforms: Clubhouse, Zoom meeting, Google Meet, Teamwork and collaboration, time management, multitasking, **Leadership, and guidance.** Strong interpersonal and communication skills, with **proficiency in technical writing, public speaking & presentation.** Experience with Adobe Photoshop, Canvas

PROFESSIONAL MEMBERSHIP & AFFILIATIONS

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|---|----------------|
| • Ghana Education Service (GES) | 2025 - Present |
| • Education Students Association of Ghana | 2020-2024 |
| • Junior Common Room Committee member | June 2024 |
| • Guidance & Counselling Unit | 2021-2024 |