

STEPHEN BUDU

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M.Phil Information Studies (Library)

University of Ghana

Information Studies Department

Legon, Accra.

Member: Ghana Library Association

EDUCATION

2013 – 2015 M.Phil Information Studies

University of Ghana – Ghana (Graduated with **CGPA: 3.47**)

Title of Thesis: Use of Electronic Information Resources for Research and Learning in Private Universities in Ghana

2009-2012 University of Ghana

Legon, Ghana

Degree: Bachelor of Arts (**BA**) Social Work with Information Studies (Graduated with **FIRST CLASS HONOURS, CGPA: 3.74**)

2004-2006 University of Ghana

Legon, Ghana

Diploma: Librarianship (Graduated with **CGPA: 3.54**)

1997-2000 Mpraeso Secondary School. Mpraeso – Kwahu

Certificate: Senior Secondary School Certificate Examination (SSSCE)

WORK EXPERIENCE

- 2015 to present Assistant Librarian at the *Presbyterian University College, Ghana*.
- 2007 – 2015 Senior Library Assistant at the Akuapem Campus of the *Presbyterian University College, Ghana*. My responsibilities include: Day to day administrative work, Cataloguing and Classification of new books, Organization of Orientation programmes for the Akuapem and Tema campuses, indexing of relevant newspaper articles, matching available e-resources and print materials with course outlines, etc.
- 2006/2007 National Service Person at *Central University (Library)*.
- 2001- 2004 *Library Attendant at Abetifi Presbyterian College of Education (Library)*.
Abetifi-Kwahu.

In charge of the general management of the Library (Classification and cataloguing, indexing, user education etc.).

ATTACHMENT

- 3-20/04/2006 *Balme Library, University of Ghana*. Responsibilities included Cataloguing and Classification of Books, Online Searches, User Assistant Services, Shelving of Books etc.
- 13-30/03/2006 *George Padmore Research Library on African Affairs*. Responsibilities included Manual Cataloguing and Classification, User Assistant Services, Newspaper Indexing etc.
- 30/06/2005 – *Central University College, Ghana (Library)*. Handled
- 15/08/2005 Photocopying, Indexing, Cataloguing and Classification etc.

SPECIAL TRAINING / WORKSHOPS

- November, 2016 AuthorAID Online Course on Research Writing

January, 2016 Publications	INASP Online Course on Copyright and Licensing of Research
15-17/06/2011	Information Literacy Workshop
02-04/09/2008	Institutional Repository (DSpace) Training
15-17/06/2008	Web Design (Dreamweaver) Training
2005 – 2006	Computer Driving License (ICT Concepts, MS Word, Presentation)
11 th Aug. –	In-Service Training Course for Library Assistants organised by
07 th Sept. 2002	Ghana Library Board.

ONGOING RESEARCH

1. Use of Electronic Information Resources for Research and Learning activities at Akrofi Christaller Institute of Theology, Mission and Culture.
2. Accessing the impact of Electronic Information Resources in Ghanaian Private Universities: the case of Presbyterian University College, Ghana.
3. Using the Library for effective Teaching and Learning: the case of Abetifi Presbyterian College of Education.

EXTRACURRICULAR ACTIVITIES

Editorial Board Member, Presbyterian University College, Ghana (August 2016 to date)

Chairman, Welfare Committee of the Presbyterian University College, Ghana (2012 to date)

Statutory Regulations Review Committee Member, Presbyterian University College, Ghana (2015)

GRASAG Representative, College of Education Research Board, University of Ghana (2014/2015 Academic Year)

Young Adult Fellowship of the Presbyterian Church of Ghana, District Financial Secretary Akropong District, Akropong-Akuapem (2014 to 2016)

Table Tennis Player for Mpraeso Senior High School (1998 – 2000).

LANGUAGE PROFICIENCY

1. English

Spoken: Excellent

Written: Excellent

1. Twi (Akan)

Spoken: Excellent

Written: Excellent

SPECIAL QUALITIES

High Intellectual aptitude, planning, analytical and problem solving skills, Excellent Inter-personal relationship, High multi-cultural tolerance, Innovative, Proactive, Discipline, Hardworking, Results oriented, Self-motivated, and also Computer literate.

SPECIAL INTEREST

Scientific research, User Education Campaign especially on e-resources and its associated issues, Classification and Cataloguing, Indexing and Public relations but also confidently take up new challenges.

PERSONAL

Name: Stephen Budu

Sex: Male

Date of Birth: 24th October, 1981

Nationality: Ghanaian

Permanent Address: Post Office Box 168 Akropong – Akuapem