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# ADDO DERICK KPAKPO

## PERSONAL PROFILE

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Date of Birth	12 <sup>th</sup> December, 1979
Sex	Male
Home Town	Sempe (Greater Accra)
Nationality	Ghanaian

## PROFESSIONAL SUMMARY

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**Analyst, Trainer, Projects Manager, Systems & Website Developer, DBA, Copy & Content Editor / Writer and a Manager/Administrator** with experience in dynamic website development; using PHP and MySQL.

Focused on optimized and scalable business process. Creating manageable work flow process, accessible and easy to use systems with user friendly navigable interfaces.

- Am a proactive professional who is self-initiating and committed to operational efficiencies that can be effectively impacted by technological and process improvement.
- A systematic, organized and dedicated team player with an analytical bent of mind determined to be a part of a growth-oriented organization or project.
- Quick learner, extremely goal-oriented, innovative and adapts easily to new situations, exceptional competency in handling tasks both individually as well as within a team.
- Good communication skills with the ability to accomplish any given task within stringent timelines.
- Confident and resourceful with a willingness to learn new concepts and apply them to yield successful results.

## WORK EXPERIENCE

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[ April 2009 – PRESENT ]

**kornzepx**

*Projects & Managing Director, Developer, Analyst, Trainer, Content / Copy Writer*

[April 2012 – July 2012 ]  
(University)

**Advanced Business College**

*Instructor (HTML, CSS, PHP/MYSQL, Website Development Techniques)*

[ June 2005 – March 2009 ]

**IPMC**

*IT Instructor (HTML, CSS, PHP/MYSQL, VB.NET, Dreamweaver, Flash, Corel Draw)*

[ August 2004 – PRESENT ]

*Freelance ICT Personnel and Projects Manager (General ICT Consultancy and Advice), Personal and Business Development and Peak Performance Coach.*

[ February 2003 – August 2004 ]

**Comserv Ventures Limited**

*General Manager, Programmer, Web Developer and Trainer*

[ August 2002 - 2003 ]

**Missionsoft Programming Institute**

*Teacher (Visual Basic, SQL and IT.)*

\* Have trained and still training individuals both young and old in the corporate world.

## CORPORATE TRAINING EXPERIENCE

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[ **Ongoing** - Affiliate training and facilitation for Thundersafe Engineering and other institutions. ]

[ **10<sup>th</sup> – 14<sup>th</sup> Aug 2009** ] MTN – Lonestar Staff (Lonestar Office) Liberia  
*Trained 5 MTN / Lonestar Staff in **Liberia** on behalf of **GDS - Africa** :*

- Microsoft Visual Basic.NET
- Implementing Internal Security Measures

[ **Jul - Aug 2008** ] MTN Staff (IPMC Training School) Accra

*Trained 12 MTN Staff :*

- Basic Project Management Concept (Based on PMI)
- Microsoft Office Project 2007

[ **Feb - Apr 2007** ] Nestle Ghana Ltd (Conference Room CDC) Tema

*Prepared course material and Trained about 350 Staff :*

- Basic Computer Concept
- Microsoft Windows Operating System 2000
- Microsoft Outlook Express

[ **May 2006** ] Ministry of Health (IPMC Training School)Accra

*Trained Selected Account Staff :*

- Report Creation Concepts
- Crystal Report
- File Sharing Network Security Risks

[ **June 2004** ] Ministry of Agric (Agric District Office) Agona Swedru

*Trained Selected Staff on:*

- IT (Computer Concept)
- Microsoft Windows
- Microsoft Office

[ **May 2003** ] Ministry of Agric (Tadomah Hotel)Accra

*Trained Selected Staff on:*

- IT (Computer Concept)
- File Management(Windows)
- Microsoft Office

**[ September 2015 – Ongoing ]**

Bluecrest University College

*BSc BBA - (InfoSys)*

**[February 2009]** African Christian Writers Institute – Writer and Editor  
*certification.*

**[2007]** Merja Technologies - Project Management Professional - **PMI**  
*It includes prerequisite for PMI's PMP certification*

**[2007]** ORACLE CERTIFIED ASSOCIATE (OCA)  
*Database Administration Certificate (ORACLE 10g)*

**[December 2006]** MICROSOFT CERTIFIED PROFESSIONAL  
*(MCP)*

**[September 2006]** Renaissance Microsystems (ORACLE PARTNER)  
*Database Administration Certificate (ORACLE 9i)*

**[2004]** Devonet  
*Certificate in Dynamic Website Technologies (Apache Web Server, PHP, MySQL, HTML)*

**[ April 2001 - 2002 ]** Missionsoft Programming Institute  
*Database Administrator and Programming Certificate*

**[ March 2001 ]** Missionsoft Programming Institute  
*Certificate in office automation*

**[ February 2001 ]** Comserv Venture Limited  
*Certificate in Website Design*

**[ January 1997 – 1999 ]** Apam Secondary School  
*SSCE Certificate*

\* Have self learnt a lot in diverse areas of I.T, writing, etc.

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## KEY ACCOMPLISHMENTS

1. Implemented and developed several company websites delivering improved communication between the companies and their clients or customers, thus:
  - Improving access of information both internally and externally,
  - Reduced management and CEO's sales/marketing workload drastically.
2. Developed, managing and creating content for a free event advertising website (<http://www.EventShoutOut.com>)
3. Co-Developed a Sales Management Software (Easy Transact & ICAS) and a Church Administrative Software (Church Guard)
4. Projects leader and Co-developer for a Utility Management Software, Video Library Management Software and School Billing and Accounts Software with WGsystems – Accra
5. Lead and Co-developed diverse software at Missionsoft Industrial Solutions as a member of the August System Developers Group (ASDEG)
6. Written a number of contents for all websites developed at Kornzexp and done some copywriting for print.
7. Conducted and Facilitated lots of training in:
  - a. Website Development
  - b. Web Security
  - c. Other I.T. Security Topics; EG: "Protecting Your Personal and Corporate Data"
  - d. Peak Performance For Personal and Business Development
8. Projects leader and Co-developer for a number of websites (Few Sample)
  - EventShoutOut.com
  - ArtlynAdvertising.com
  - Women-Experts.com
  - techvangelist.guru
  - CrownPrinceAcademy.com
  - Zahasafiya.com
  - CidanInvestments.com
  - acepghana.com
  - Glicogroup.com (Including all 6 subsidiary sites)
  - TicketDoug.com

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## **INTERESTS AND ACTIVITIES**

Reading, Writing, Innovations, Make-Up Artistry and Watching Athletics  
(Field and track events, Boxing & Wrestling).

**REFERENCES**

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To be provided upon request