INIOBONG STEPHEN

EDUCATOR | ICT ADMINISTRATOR | DIGITAL SKILLS & VIRTUAL ASSISTANCE INSTRUCTOR

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PROFESSIONAL PROFILE

Educator and ICT administrator with over seven years of teaching experience in Basic Science and Technology, Computer Studies, and Digital Technology, followed by experience supporting school ICT and administrative operations. Experienced in developing structured learning content and curriculum, including contributing to the design of TIMI-Tech Digital Consult's 12-week Professional Virtual Assistance Programme and serving as its pioneer instructor. Combines classroom teaching experience with practical digital-workflow knowledge to deliver clear, organised, learner-focused instruction.

CORE COMPETENCIES

Curriculum and lesson-plan development • Classroom facilitation and learner support • Digital skills and Virtual Assistance training • Basic Science and Technology, Computer Studies, Digital Technology • Microsoft Office and Google Workspace • Administrative workflows, documentation and record keeping • Online collaboration and productivity tools • Clear communication, organisation and time management • Practical assignments, learner activities and assessment support

PROFESSIONAL EXPERIENCE

TIMI-Tech Digital Consult | *Virtual Assistance Curriculum Developer & Pioneer Instructor* | 2026

- Contributed to the development of the Professional Virtual Assistance Programme curriculum, structured as a 12-week, 72-contact-hour foundational programme.
- Helped organise learning into progressive modules covering administrative support, professional communication, Google Workspace, Microsoft Office, data entry, project coordination, AI productivity tools, customer support, and career readiness.
- Prepared structured training content designed to connect foundational knowledge with practical tasks, exercises, and work-readiness outcomes.
- Served as the programme's pioneer instructor, supporting delivery of practical, competency-focused Virtual Assistance training.

Efficient Secondary Commercial School | *ICT Administrative Officer / Head of ICT* | 2020–Present

- Transitioned from teaching into ICT administration after more than seven years of teaching experience at the school.
- Support school ICT operations, digital learning activities, staff technology needs, and day-to-day administrative processes.
- Prepare, format, review, and maintain school documents and digital records, with attention to accuracy and accessibility.
- Assist with the use and management of digital systems and support staff in resolving routine technology-related issues.

Efficient Secondary Commercial School | *Teacher — Basic Science and Technology, Computer Studies, Digital Technology* | 2018–2024

- Taught Basic Science and Technology, Computer Studies, and Digital Technology to school learners.
- Prepared lessons and learning activities to explain concepts clearly and support learners with different levels of understanding.
- Supported learners in developing foundational science, computer, and digital-literacy knowledge.
- Built practical classroom skills in lesson delivery, learner engagement, classroom organisation, and explaining technical concepts in accessible language.

Moniepoint MFB | *Business Relationship Manager* | 2023–Present

- Support customer and business relationships through professional communication and follow-up.
- Maintain accurate records of customer interactions and transactions, and coordinate with internal teams to address issues.
- Explain services and processes to customers and help resolve routine service-related questions.

EDUCATION & PROFESSIONAL DEVELOPMENT

- **BSc Business & IT (In View)** — International University of Applied Sciences, Germany | 2024–2027
- **Comprehensive Virtual Assistant Mastery Program** — MS Digital Skill Hub | February 2026
- **Product Management Certificate** — Coursera | 2023–2024

INSTRUCTIONAL APPROACH

Practical, structured and learner-centred instruction: explain concepts clearly, connect lessons to real tasks, encourage guided practice, and use assignments or demonstrations to reinforce learning.