**CURRICULUM VITAE**

**Teacher’s Assistant for KG 1 and 2**

**Career Objectives:**

Student-focused and dedicated individual with 2 years experience in providing effective assistance to lead teachers.

Committed to total development of children of different socio-economic backgrounds.

Demonstrated skills in classroom management and discipline implementation. Well-versed in performing clerical and secretarial tasks. Paraprofessional certified.  
**KEY COMPETENCIES**:

• Proven ability to communicate to students and parents in a positive manner.  
• Substantial knowledge of child growth/development and behaviour characteristics.  
• Strong willingness to follow verbal and written instructions.  
• Computer: MS Word, Excel and PowerPoint and introduction to computer.

**PROFESSIONAL EXPERIENCE:**

New era Nursery school Enugu 2012 – 2014

**Assistant foundation School Teacher**:  
• Assist lead teacher in conducting increased learning experience for students in assigned area.  
• Perform a variety of non-instructional duties.  
• Tutor students independently or in small groups.  
• Administer students’ arrival and departure time.  
• Carry out supportive and clerical tasks.  
• Maintain discipline of students in the absence of the teacher.  
• Prepare instructional materials and classroom displays.

**Key Accomplishments:**

• Maintained a neat and arranged classroom environment.  
• Reinforced and followed-up learning activities.  
• Maintained clerical records and arranged required reports.  
• Copied, organized, and filed materials for distribution to students.  
• Helped with care of classroom equipment.  
• Kept teacher informed of particular requirements or problems of individual students.  
• Took part in staff-development training programs.  
• Decorated the classroom for special events.

**EDUCATION**

BSC (Economics).

Computer Competency Programmer (CCP).

West African Examinational Council (WAEC).

National Examinational Council (NECO).

First Leaving School Certificate.

**SPECIAL SKILLS AND KNOWLEDGE**  
• Experience working with foundation aged students.  
• Excellent supervisory skills for lunch and recess duty.  
• Knowledge of best teaching practices.  
• Ability to work separately and as part of a team.

**Personal Data:**

* Sex Female
* Date of Birth 21-08-1990
* Nationality Nigeria
* Marital status Married
* Visa status Husband visa
* Language English

**First Name of Application CV No:** **1657020**

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