**NAME** : IAN

IAN.351081@2freemail.com

**DATE OF BIRTH** : 16-09-1991

**GENDER** : MALE

**VISA STATUS** : Visit Visa

**POSITION** : English and literature teacher

**CAREER OBJECTIVES**

* I am hard working and dedicated worker with ability to work in a pressurized work.
* Environment and effectively prioritize job responsibilities. I possess excellent planning.
* Organizing business coordination, problem solving and experience a rewarding career.
* Applying both my theoretical and practical learning process, into real learning experience.

**QUALITIES:**

 Diligent, hardworking and honest.

 Top notch communication.

 Capable and practiced in handling complex and multifaceted tasks.

 Ability to work in a team.

 Diplomatic, tactful, creative, discreet, flexible, resourceful, dependable, well-

organized, friendly, emotionally mature and professional.

 Extremely knowledgeable with clerical tasks and time management.

**EDUCATION BACKGROUND:**

**2011-2016 Kenyatta University**

Bachelor of Education Arts

**2011** **NAIROBI INSTITUTE OF BUSINESS STUDIES**

Computer studies

**2007-2010** **Njumbi high school**

Kenya Certificate Secondary Education

**1998-2006** **Wambugu Nyamu Academy**

Kenya Certificate Primary Education

**CURRICULUM VITAE**

 **Work Experience**

**September 2013-november 2013Breburn International School**

**Position: English and literature teacher**

* Scheduling appointments and assisting students with registration of units.
* Coordinating and facilitating efficient running of activities from various classes.
* Preparing lesson plans, teaching classes and evaluating students’ progress.
* Running extracurricular sports, clubs and other voluntary activities
* Communicating with parents about students’ progress.
* Provide administrative and business support to the CEO.
* Checking and validating business visitor credentials.
* Technical support in preparing files for board meetings.
* Organize the details of special events, travel arrangements, corporate agendasand itineraries.

**September2015-December 2015 – *Hillcrest International school***

 **Position:*HISTORY***

* Preparing the class for classroom activities
* Providing a variety of learning materials and resources for use in educational activities.
* Identifying and selecting different instructional resources, and methods to meet the students varying needs.
* Using relevant technology to support instruction.
* Assigning and grading class work, test, homework, and assignments.
* Prepare required reports on students and activities.
* Keeping all documents in order.

**January 2016 – December 2016- Kianda girls High school**

 **Position: P.E teacher**

* Effectively organize space, equipment, and students.
* Provide adequate equipment that allows all children to be active at the same time (e.g., one ball per child).
* Limit teacher talk or instruction time.
* Plan practice opportunities that are structured for maximum participation (e.g., individual, partner, and small-group activities; no elimination activities; activities that require no wait time).
* Structure the class so that learning occurs while students are being physically active.

**REFEREES -** Available Upon request