**RESUME**

**BIO DATA**

**Name**  : Pauline

**Email**  : [Pauline.362718@2freemail.com](mailto:Pauline.362718@2freemail.com)

**Date of Birth** : 19th August 1991

**Nationality** : Kenyan

**Language** : English, Swahili & Spanish

**PERSONAL PROFILE**

I am a Kenyan lady and I am a teacher of English and Literature by profession. I hold a Bachelor's degree in Education (Arts) having specialized in English and Literature, from Kenyatta University(Kenya). I am also a licensed teacher registered with the Teachers' service commission of Kenya. I am a dependable and flexible lady of integrity. I can work under minimum or no supervision and I am a quick and enthusiastic learner too. I speak fluent English and basic Spanish, and I have excellent communication skills. I am proficient with standard computer applications as well.

**CAREER OBJECTIVES**

To work and grow both personally and professionally in a challenging and rewarding, dynamic work environment as I add value and surpass expectations in the delivery of quality services to the school, while also contributing effectively and efficiently to the accomplishment of the school's objectives, strategy, mission and bottom line.

**ACADEMIC QUALIFICATIONS**

**2010 May to 2015 August** : Kenyatta University

: Bachelor of education (arts English/Literature

**2006 February -2009 November** : Mbitini girls' secondary school

: Kenya Certificate of Secondary Education

**1998 January – 2005 November** : Thokoa Primary School

: Kenya Certificate of Primary Education

**EMPLOYMENT HISTORY**

**December to date** : FlyingBlue(Monterrey)

**position**  : Agent

Duties and responsibilities

* Booking flights for FlyingBlue members.
* Providing information about FlyinBlue program.
* Enrolling new members to the program.

**August 2016 to November 2016**. : Lincoln School (Mexico)

**Position** : Subject Teacher

Duties and responsibilities

* Subject Teacher (English and Literature)
* Evaluating students.

**September 2015 to June 2016** : Khalsa International Schools (Kenya)

**Position** : Subject Teacher

Duties and responsibilities

* Subject Teacher (English, Literature, and Swahili)
* Preparing and marking exams
* Mentoring students
* President's Award teacher.

**June 2015to September 2015** : Anatolia International Education Center

**Position**  : Subject Teacher

Duties and responsibilities

* Subject Teacher (English ( ESL/EFL) and literature)
* Mentoring students

**March 2015 to May 2015** : Storymoja Africa

**Position**  : Reading Revolutionary Intern

Duties and responsibilities

* Mobilizing schools and other institutions about Storymoja Festival.
* Helping in the collection of information about schools for library installation.
* Collecting and providing input for the festival event.
* Maintaining a comprehensive database for schools and all institutions.

**December 2014- March 2015** : Kenya youth empowerment

Project & Kenya private

Sector alliance (KEPSA)

**Position**  : Intern

Duties and responsibilities

* Life skills training- 2 weeks
* Core Business skills Training- weeks
* Advanced life skills training- 1week

**2014 September- 2014 December** : Aisha Girls' Secondary School

**Position** : Subject Teacher.

Duties and responsibilities

* Subject Teacher (English and Literature)
* Preparing and marking exams
* Mentoring students
* Assistant games teacher

**2014 January – 2014 July** : Olturoto secondary school

**Position**  : Subject teacher

Duties & Responsibilities

* Subject Teacher (English and Literature)
* Preparing and marking exams
* Mentoring students
* Assistant games teacher

**2013 Nov– 2013 Dec** : The Kenya National Examinations Council

**Position** : Data E- Capturer

Duties & Responsibilities

* Filing
* Data entry and recording

**2013 May– 2013 August** : King Solomon secondary school

**Position** : Teaching Practice Subject teacher

* Duties & Responsibilities
* Subject Teacher (English and Literature)
* Preparing and marking exams
* Students' mentor

**2012May 2012 August** : Ikhilas integrated High school

**Position**  : Subject teacher

Duties & Responsibilities

* Subject Teacher (English and Literature)
* Preparing and marking exams
* Mentoring students

**PERSONAL INTERESTS**

* Traveling
* Socializing and making friends
* Reading general text.

**CLUBS & ASSOCIATIONS**

* Former Member of Kenyatta University English club
* Former Member of Kenyatta University Presidential Award Scheme (KUPAS)
* Member of Kenya Scouts Association (KSA)