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| **RICHARD****Richard.363583@2freemail.com** |

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| PERSONAL DATADate of Birth-------------------------------17th February, 1986.Gender--------------------------------------MaleLanguages----------------------------------English, Akan (Twi),dangmeMarital--------------------------------------Status-SingleReligion-------------------------------------ChristianityHome Town--------------------------------Ningo/Prampram DistrictRegion--------------------------------------Greater Accra RegionCountry-------------------------------------GhanaCAREER OBJECTIVESI would like to work in a globally challenging and highly competitive environment with my full dedication, enthusiasm, cooperation and as a team together with other employees to meet the objectives of the organization, thus enriching me professionally and personally.EDUCATION* MASTERS in T.E.F.L (LONDON TRAINING COLLEGE)
* B.E (BASIC EDUCATION) University of Education, Winneba.

(Second Lower-class Division)* SINGLE SUBJECT DIPLOMA IN ADMINISTRATION AND HUMAN RESOURCE (I.C.M)
* WASSCE AFRICAN ADVANCED COLLEGE Ashaiman

WORK EXPERIENCE1. TEACHING LYRON INTERNATIONAL SCHOOL

 (BAATSONA-SPINTEX)Duties* Volunteering service, teaching **social studies form one and two**
* Teaching **science, Citizenship education and mathematics** in upper primary.
* **Aerobics instructor**

JOB TITLEORGANIZATION1. TEACHING DESTINY KIDS SCHOOL

 SPINTEX ROADDuties* Teaching **social studies, R.ME, C.E, History, Geography**.
* Class six manager
* Assessment and recording of students performance
* **Aerobics instructor**
1. TEACHING G.E.S DON BOSCO CATHOLIC PRI BOYS

 (WINNEBA)Duties* Teaching and Directing student as class teacher( **all subjects**)
* Assessment and recording of students performance
1. TEACHING-MENTEE EFFUTU MUNICIPAL BASIC SCHOOL

Duties (WINNEBA)* Lead mentee in terms of information and organization
* Teaching **citizenship education and R.M.E**
* Assessment and recording of student performances
* Assistance class manager in year six(6)
1. TEACHING A.F.A CAMBRIGDE SCHOOL ASHAIMAN

Duties* Teaching **science and social studies**.
* Assessment and recording of student performances.
1. TEACHING ST. EDUCATIONAL COMPLEX

 (TEMA COMMUNITY 22)Duties * Worked as **social studies ,R.M.E and Citizenship Education teacher** from class two to Junior High school year one.
* P.T.A secretary
* Assistance head teacher

MAJOR SCHOOL PROJECTS* Long Easy: Using Activity Method to enhance pupil’s performances in Citizenship Education. A case of Basic Six pupil’s of Effutu Municipal Assembly primary school.
* Aid in the support of stabilizing student’s punctuality in Don Bosco Catholic School.
* Aid to boast the interest in physical education amongst my students and co-workers.

TECHNICAL SKILLS* A good team player with solid analytical skills, interpersonal relation with colleagues and good problem solving ability
* Very strong communication capability in both verbal and non-verbal form
* Highly flexible and adaptable, to work under pressure for long hours and thrive in new and challenging conditions.
* A result oriented person who pursues a given task with passion.

LEADERSHIP POSITIONS HELD* Sabbath school superintendent/ stewardship leader(middle-East S.D.A )
* Physical education instructor(aerobics)
* Youth Leader- Ghana National Association of Adventist Students (GNAAS), UEW.
* Sabbath school superintendent-Ghana National Association of Adventist Students (GNAAS), UEW.
* District Singing Band clerk- S.D.A Church Ashaiman District
* Personal ministry clerk- S.D.A Church, middle/east Ashaiman
* Pathfinder leader- S.D.A Church, middle/east Ashaiman
* Singing Band clerk-S.D.A Church, middle/east Ashaiman
 | **YEAR****2017-2018****2010-2014****2009-2010****2004-2007****March 2017-Date****2015-2016****2014-2015****2013-2014****2012-2014****2007-2010****May 2014****2015-2017****2013-2015****2012-2013****2011-2012****2008-2009****2006-2007****2004-2006** |