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| **RICHARD**  [**Richard.363583@2freemail.com**](mailto:Richard.363583@2freemail.com) |

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| PERSONAL DATA  Date of Birth-------------------------------17th February, 1986.  Gender--------------------------------------Male  Languages----------------------------------English, Akan (Twi),dangme  Marital--------------------------------------Status-Single  Religion-------------------------------------Christianity  Home Town--------------------------------Ningo/Prampram District  Region--------------------------------------Greater Accra Region  Country-------------------------------------Ghana  CAREER OBJECTIVES  I 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 EXPERIENCE   1. 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 TITLEORGANIZATION   1. TEACHING DESTINY KIDS SCHOOL   SPINTEX ROAD  Duties   * 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** |