**CURRICULUM VITAE**

**BIO DATA**

**NAME:** Gloria

Gloria.365024@2freemail.com

**CAREER GAOL**

Be a self driven , highly motivated , action oriented, strategist in any task i undertake.

 **EDUCATION**

**Period (year) institution/ School Award/ Certificate**

 2013-2015 Makerere university Bachelor of early childhood development teacher education

 2009-2012 St. Theresa girls school Uganda Certificate of Education (U.C.E)

 2002-2008 Nansana Primary school Primary leaving Examination (P.L.E)

**WORK EXPERIENCE**

**Period (year) Position, Work place, Responsibilities**

2013-2015 **Receptionist: Bright future nursery and primary school .**

 **Responsibilities:**

 . Providing customer care to the guests by welcoming and greeting them.

 . Answering or referring inquiries on the telephone.

 . Direct visitors to where they want to go and to whom they to meet.

 . Maintaining security by following procedures and monitoring logbooks.

2015-2016 **School bus guide**: Star private school (UAE)

 **Responsibilities:**

 • picking children from their homes or bus stage to and taking them back.

 • Helping teachers with some class work and students.

**AMBITION**

I am highly motivated person seeking responsibility and challenging position that will utilize my background, expand my knowledge and offer me opportunity for personal and professional growth. I am young and keen to serve a challenging role in dynamic institution that will offer early responsibilities, a progressive career path and the opportunity to maximize my potential and expand my horizons. I am reliable, hardworking, trust worthy and result oriented. I am able to work on my own initiative or as of a team.

**COMPETENCIES**

Computer literate

Good communication skills

Good Leadership skills

**HOBBIES**

Writing music and singing, dancing, reading novels and watching movies

**LANGUAGES**

English (written and spoken)

Arabic (spoken)

Luganda and lunyoro