**CURRICULUM VITAE**

**PERSONAL INFORMATION**

Name: Ruth

Email: [ruth.381275@2freemail.com](mailto:ruth.381275@2freemail.com)

Visa Type: Employment Visa

**STATEMENT OF OBJECTIVE:**

* I have worked with Young people of all ages and abilities and have learnt to devise Captivating and fascinating approaches that create interest among students. I aim to mentor, instruct and motivate my students using different acute learning approaches to achieve not only good grades but to have well rounded young people.

**WORK EXPERIENCE:**

**Date: September 2017 –To Date: Guest Service Center Agent; Yas Island Rotana Hotel**

**Duties & Responsibilities:**

* Maintain effective communication with all guests internally and externally.
* Ensure to provide prompt courteous and efficient service to all guest
* Familiarize with various hotel telephones charging system.
* Maintains up to date knowledge of hotel information and local services.
* Take messages and record to PMS opera
* Maintain awareness of guest profile through opera PMS guest history according to the established standards.
* Fully conversant with all emergency procedures of the hotel
* Follow up on all guest queries with the respective department’s which are involved, to satisfactorily attend to the guest.
* Ensures effective hand over is done, gaining information from earlier shift and provides helpful hand over to next shift.

**Date: March 2016- August 2017: Business Coordinator: AZ Plumbing Company**

**Duties & Responsibilities:**

* Overseeing day to day operations
* Develop and implement budgets
* Assess the performance of the company against its goals and plans
* Writing monthly reports for senior management
* Ensure compliance of company policies and procedures by all company departments
* Directing teams and group leaders and oversee scheduling and output of workers
* Participating in hiring , training and appraising of staff members to assess their performance
* Designing and implementing business plans and strategies to promote the attainment of company goals.
* Maintaining relationships with partners , clients and suppliers
* Representing the company in different events and conferences/workshops
* Ensuring company adherence to legal rules and guideline

**May 2013- September 2015; Teens coordinator and Counselor at Kasana Luwero Diocese**

**Duties and Responsibilities:**

* Conducting Surveys on Early teens’ body change and impact on youths
* Confidence and character building among children
* Conducting sex education among early teens and identifying behavior changes in adolescents
* Counseling those mid-school level kids on how to cope with their body changes and embrace the changes
* Career guidance and talent identification among youths
* Giving lectures on possible dangers of premarital sex and empowering young girls with information on how to deal with advances from the opposite sex
* Compiling reports at the end of the month and hand over to project manager

**May 2008-Dec 2010: Volunteer Teaching Assistant at Vocational Bible School Kampala Central Church**

**Duties and Responsibilities:**

* Giving extra guidance on reading and finding bible scriptures easily
* Helping children identify characters in stories and act them in class sessions
* Maintaining order in class to help the class teacher concentrate on teaching
* Helping kids with drawings and finishing their assignments
* Overseeing children as they play to ensure safety
* Helping to organize class and arrange all teaching materials for the class teachers.
* Assisting with Lessons while the class teacher was away
* Attending to children with special needs and ensuring their comfort and safety while around others.
* Assisting in Marking and grading students

**Oct 2007- April 2008: English Teacher: Luweero Parents Primary school**

**Duties and Responsibilities:**

* Create schemes of work and form Lesson plans for the day.
* Deliver lessons and evaluate students through given exercises.
* Following up student’s progress in class and assessing their speech of English language with correct grammar
* Organize extra learning methods such as text book reading, activities and games
* Issue homework exercises and weekly or monthly tests to examine progress of each child
* Identifying children with special need and giving them extra attention
* Compiling each child’s records and filing them for proper follow-up
* Maintaining an organized learning environment for children and creating a free communication ground between teacher and child.
* Setting up parent meetings with my class to evaluate the progress of each child.

**LANGUAGES**

**ENGLISH**; Fluent

**FRENCH;** Beginner

**EDUCATION BACKGROUND**

**Year**  **Institution Award**

2014-2015 Swiss E-Learnng University Art of Management (On-line)

2004-2007: Makerere University Bachelors of Adult and Community Education.

2002-2003 Light College Katikamu Uganda Advanced Certificate of Education

**Jan 2008**: Certificate in Trainers of Trainees awarded by Reproductive Health Uganda (RHU)