**CURRICULUM VITAE**



Name: Susan

Date of Birth: 20 AUG 1988

Gender: Female

Nationality: Kenyan

Languages: English, Swahili, Basic German and Basic French

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**CAREER OBJECTIVE**

Looking to join a challenging position that will capitalize on my working experiences and further knowledge and skills.

**ATTRIBUTES AND ACHIEVEMENTS**

* Resourcefulness.
* Good interpersonal and communication skills
* Patience while working with the students.

**WORKING EXPERIENCE**

**April 2017 up to date: Next generation school**

Position: school hallway monitor

Duties and responsibilities

* Monitor the students during break
* Escorting students to their respective classrooms.
* Monitoring safety standards at blocked exits.
* Assisting teachers to remove students that are disrupting the class.

2010 April – 2011 April kindergarten teacher assistant (Germany)

Duties and responsibilities

* Help the teacher to prepare for class by getting materials ready.
* Help to supervise children in the class.
* Reinforce lessons or activities presented by the teacher.
* Help the children to use washroom and clean their hands.
* Help to eat if needed.

2012 Aug. – 2015 Feb little stars academy (Kenya) Teacher assistant

Duties and responsibilities

* Supporting and supervising educational games, sports and crafts activities.
* Helping children with their reading.
* Preparing the classroom for a lesson.
* Tidying up at the end of a session.
* Putting together displays of children’s work.
* Providing extra support for children with special educational needs.
* Helping out on school trips.

**EDUCATION BACKGROUND**

**2018 April: The institute of child education and psychology.**

 **: ABA certificate**

**2017 December: excellence training center (Dubai)**

 **: Professional customer service training**

2016Feb -2016 August: Nairobi Institute of Business Studies

 : Diploma in customer service.

2009 : Academia Computer College

2004-2007: Kerugoya girl’s high school

1993-2003: Kabare girl’s primary school

**REFEREES AVAILABLE UPON REQUEST**