**CURRICULUM VITAE**



**PERSONAL INFORMATION** Williams

Email: William-396754@gulfjobseeker.com

Sex Male | Date of birth 27/09/1984 | Nationality Ghanaian

I am a mathematics teacher with eight (8) years and three (3) months of teaching experience. I have gained a wealth of experience in raising attainment of students in line with teaching and learning expectations. I am a dedicated, reflective practitioner always aiming to improve my own approach to classroom teaching both in line with curriculum objectives and the strengths and interests of the students in my class

**WORK EXPERIENCE**



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|  | Higher education teaching professional |
|  | Ghana Education Service, Kumasi (Ghana) |
| Sept 2019–Jan 2020 | **Private School in Sharjah** |
|  | **Mathematics Teacher,** Grade 5 & 7 |
| Sept 2016–Aug 2019 | **Kumasi Anglican Senior High School (Ghana)** |
|  | **Mathematics Teacher,** Grade 10-12 |
| Sept 2014–Aug 2016 | **QwaQwa Private School (South Africa)** |
|  | **Mathematics Teacher,** Grade 7-9 |
| Sept 2007–Aug 2010 | **St. Francis Senior High School (Ghana)** |
|  | **Mathematics Teacher,** Grade 7-9 |
|  | ▪ Teaching Mathematics |
|  | ▪ Prepare weekly lesson plan on time. |
|  | ▪ Implement initiatives and teaching methodologies. |
|  | ▪ Facilitate classroom procedures and enforce classroom discipline |
|  | ▪ Ensure student success by ensuring teaching methods, strategies and tactics is aligned with |
|  | each student's academic strength. |
|  | ▪ Spearheaded after school mathematics tutoring initiatives to improve students mathematics |
|  | performance. |
|  | ▪ Implemented student’s disciplinary measures resulting in a drastic decrease in classroom |
|  | disruptions. |
|  | ▪ Collaborated with colleague by participating in team meetings, sharing ideas, contributing to |
|  | team goals and documenting progress towards reaching those goals. |
|  | ▪ Work with students to set goals, improve performance and find additional resources to achieve |
|  | academic success. |
|  | ▪ Assess, record and report students development and progress in mathematics and formulate |
|  | strategies to assist struggling students. - |
|  | ▪ Attended a variety of professional development workshops centered on learning goals, |
|  | classroom management, student motivation and engaging learning activities. |
| Apr 2014–Jun 2014 | **Customer Care Service Provider** |
|  | HFC Bank Ghana Limited, Kumasi (Ghana) |
|  | **Industrial Attachment** |  |

* Engaged in prospecting and customer service inquiry, reply calls as needed.
* Coordinated with other departments of the bank to plan and market the products of the bank to customers.
* Led a team of bank officials on cash evacuation exercises.
* Mentored direct sales staff employees on customer service and sales techniques.
* Assisted senior-level bank credit officers with loan applications.
* Worked on customer service desk providing face-to-face and telephoning services.

**EDUCATION AND TRAINING**

30 Aug 2010–31 Jul 2014

**BSc. Mathematics**

University for Development Studies, Navrongo Campus (Ghana)

1 Aug 2004–13 Jul 2007

**Diploma in Basic Education**

University of Cape Coast, Cape Coast (Ghana)

1 Sep 2000–30 Jul 2003

**Senior Secondary School Certificate Examination**

West African Examination Council, Accra (Ghana)

**PERSONAL SKILLS** Mother tongue(s)

English

Communication skills

Good communication skills, both verbally and written gained through my working experience as a teacher and as a customer service provider. In addition to the number of positions I have handled.

Organizational / managerial skills

Good leadership skills gained as

**ACADEMIC PERFORMANCE COORDINATOR**

Kumasi Anglican Senior High School

▪ Responsible for ensuring improved academic performance in mathematics.

▪ Provide guidance counseling to students on measures to implement to achieve academic

excellence

Job-related skills

▪ Highly organized with an outstanding communication skills and easily interact with all

personality types.

▪ Very flexible, willing to take on more responsibilities as needed and devote time necessary to

complete deadline.

▪ Strong organizational skills with the ability to integrate task, operate under pressure,

coordinate multiple projects simultaneously and meet deadlines under stringent time constraint.

▪ Ability to maintain strict level of confidentiality in handling sensitive information.

▪ Ability to balance workloads efficiently in a constantly changing work environment.

▪ Ability to learn new programs, process quickly and go beyond to getting job done and meet

the needs of the business and clients.

▪ Excellent communication skills to build strong relations with customers face-to-face.

▪ An effective communicator and team leader with strong analytical, problem solving and

organizational abilities.

▪ Ability to encourage others to think in new ways to reconsider perspectives to achieve

organizational goals.

▪ A team player with the ability to initiate, integrate and balance diverse functions effectively.

Digital skills

Good command of Microsoft office suite (word processing, excel, PowerPoint presentation, spreadsheet)