

 NWAMELAKU

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**CAREER OBJECTIVE**

To pursue a career with the highest level of professionalism, investing the best of my ability, creativity and experience towards attaining the vision of any credible organization that is willing to seek for my service.

**EMPLOYMENT RECORD**

**October 2011-2016 Early Life School, Iba, Lagos State, Nigeria (Class Teacher / Head primary session full time)**

* Offer all learners an effective education in a conducive environment which gives quality opportunity to all students / pupils.
* Working collectively with learners, parents and other staff to achieve the academic goals of the students / pupils.
* Attending to in a most professional manner to the needs and desire of parents and the students.
* Assisting the other session coordinators and head of school in implementing the academic policies of the school
* Seeking in a most professional way means of encouraging and assisting the students in achieving their academic goals.

**July 2010 – June 2011: Awori College Ojo, Lagos State, Nigeria (Economic Teacher)**

* Serves as Economic teacher for the final year class
* Prepares and deliver high quality lesson in line with the school scheme of work.
* Mark and assess students in accordance to school policy and regulations.
* Also serve as personal assistant to the Vice Principal (academics)

**Feb. 2010 – June 2010 Chuchino Investment Ltd., Ikeja, Lagos State, Nigeria (Senior Administrative Officer)**

* Serves as Senior Administrative Officer in charge of routine operation.
* Coordinate, supervise and regulate the activities of all Admin. Staff.
* Assisting the management in maintaining clients relationship.
* Assist the company secretary in preparing quarterly and annual report.

**June 2008 – Jan. 2010: Federal Ministry of Education (Assistant teacher)**

* Serves as English Language support teacher
* Counseling students who were having difficulties in language classes
* Promoting English Language in and beyond the classroom
* Giving after school support to student with learning disability.

**PERSONAL INFORMATION**

Nationality: Nigerian

Date of Birth: 5th February, 1980

Place of Birth: Nigeria

Height: 5’5”

Sex: Female

Marital Status: Married

Religion: Christianity

Visa Status: Tourist

**LANGUAGE KNOWN**

English Igbo French

(fluent) (fluent) (Basic)

**EDUCATION**

INSTITUTION ATTENDED QUALIFICATION YEAR

* National Youth Service Corps NYSC 2010
* University of Nigeria, Nsukka Bachelor of Sci. Degree (B.Sc.) 2008
* Alvan Ikoku College of Education NCE 2004
* GCE (Private Candidate) WASSCE (Private) 2004
* Community Comprehensive Sec. Sch.

Nzam, Anambra State Senior Sec. Cert. of Edu.(SSCE) 2001

* St. Bridget Primary School, First Sch. Leaving Cert.(FSLC) 1992

Aba, Abia State, Nigeria.

**PROFESSIONAL HIGHLIGHTS**

* Ability to work with a team with minimum supervision
* Excellent skill in teaching and academic counseling.
* Ability to speak, read and write in English Language
* Can work independently without supervision.
* Can adapt quickly to new working environment.
* Excellent communication skills with good interpersonal skill.
* Positive attitude.

**HOBBIES**

Reading, writing and watching educational documentaries.

I hereby certify that the above information are true and correct to the best of my knowledge and ability.