

ANONYMIZED NAME

Accra, Ghana | anonymous@gmail.com | +23333333333

PROFESSIONAL SUMMARY

A results-driven professional with 11 years of experience in teaching and administration. A dedicated teacher with a proven track record of improving student performance and contributing to organizational growth in the education sector.

PROFESSIONAL EXPERTISE

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| • Accounting and Financial Management | • Teaching and Mentoring |
| • Business Administration | • Educational Administration |
| • Curriculum Development and Implementation | • Student Performance Assessment |
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WORK EXPERIENCE

SOME SENIOR HIGH SCHOOL

September 2019– Present

A secondary educational institution in Koforidua, Ghana.

Principal Superintendent

Responsible for teaching, student assessment, and administrative duties within the school's business department.

- **Teaching :** Develop and deliver engaging lessons in business and accounting subjects, ensuring student understanding and academic progress
- **Student Assessment:** Mark students' exercise books and prepare comprehensive report cards, providing valuable feedback on academic performance.
- **Administrative Support:** Write and maintain accurate minutes for department meetings, contributing to effective communication and decision-making processes

SOME PRIMARY SCHOOL

September 2012– September 2015

A primary educational institution in Ghana.

Teacher(Volunteer role)

Taught primary school students, focusing on foundational skills and knowledge across various subjects.

- **Curriculum Implementation:** Adapted and delivered age-appropriate lessons across multiple subjects, ensuring students' academic and personal growth.
- **Student Engagement:** Employed diverse teaching methods to maintain student interest and promote active learning in the classroom.
- **Performance Monitoring:** Regularly assessed student progress and provided timely feedback to parents and school administration

EDUCATION

Bachelor of Business Administration (Accounting). University of Cape Coast, Cape Coast (2015-2019)

Diploma in Basic Education. St. Johan Boscos's College of Education, Navrongo (2009-2012)

West African Senior School Certificate Examination (Business). Bolga Senior High School (2005-2008)

OTHER RELEVANT INFORMATION

Additional Languages: English (Fluent), Kusaal (Fluent), Twi (Fluent)

Technical Skills: Microsoft Office Suite, Educational Management Software

Awards: Hard-working Teacher Award - Binduri District, Upper East Region (2013)

REFERENCES

Available upon request