# ***RESUME***

# **For**

# **Collins Odhiambo Oduor**

# Nakuru, Kenya

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, Email**: odhiambocol90@gmail**.com

**PROFILE SUMMARY**

I am keen to details and result driven individual with experience navigating through the roles accorded to me meticulously and diligently. A confident, adaptable and motivated secondary level teacher with experience of delivery of K.C.S.E and the common core curriculums; instilling students with a keen appreciation of literature. I am an educator who is able to convey ideas clearly, building trust and motivation on both an individual and a group basis in order to foster a positive learning environment in which students can realize their maximum potential. In 2016 founded St. Gerald High School Journalism and Debate clubs. I possess exemplary organization, planning and administrative skills, and ability to manage the demanding workload of a teacher with confidence. A positive role model who makes worthwhile contributions within the school community.

**PERSONAL DETAILS**

**Name:** Collins Odhiambo Oduor

**Year of Birth**: 31/3/1990

**Gender:** Male

**Religion:** Christian

**Marital Status:** Married

**EDUCATION**

**2015- 2011:** Egerton University, Bachelor of Education Arts (English/Literature-Pending Graduation)

**2009-2006**: Anyiko Secondary School, Kenya Certificate of Secondary Education (K.C.S.E) C+

**2005-1998**: Langa Langa Primary School; Kenya Certificate of Primary Education (K.C.P.E) 346

**WORK EXPERIENCE**

2017(August) - Present:Uvocorpwriters, and Writersbay

Duties and Responsibilities:

Meeting customer needs through:

• Editing and formatting

• Book reviews

• Article reviews

• Article writing

• Literature reviews

• Book reports

**2015-2017**- St. Gerald High School

Duties and Responsibilities:

-Teacher of English and Literature

-Class Teacher form four

-Patron of the Journalism and Debate clubs

- H.O. D Languages

-Coordinating and organizing staging of set books

**2015 January – April** – N.Y.S Secondary School (Teaching Practice)

Duties and Responsibilities:

-Teacher of English and Literature

- Assistant patron Journalism and Debate club

**Skills and Abilities**

* Ability to establish and maintain productive working relationships with colleagues and customers
* Providing high standards of service promptly
* Ability to coordinate a variety of diverse activities effectively
* Excellent written and oral communication in the English language
* Proficiency in computer applications

**Referees**

Madam Githaiga- Lecturer and Teaching Practice Coordinator

Egerton University

Phone no. 0721273239

Mr. Ngei- Principal N.Y.S secondary School

Phone no. 0722758540

**The documents are available upon request.**