

CURRICULUM VITAE

NAME : AYENSU OLIVIA

ADDRESS: KNUST Basic Schools. P.O. Box 639. Kumasi Ghana.

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EDUCATION:

JUN. 2014-FEB. 2016: University of Cape Coast, Ghana. (Post Graduate Diploma in Education)

APR. 2011- APR.2014: University of Wales (RDI-Online, United Kingdom). (MBA, Human Resource Management)

AUG. 1999 – MAY 2004: University of Ghana, legon, Accra, Ghana. (BA, English and French. Second class lower Division)

OCT. 2002-JUNE 2003: Universite d'abomay calavy, Cotonou, Republic of Benin. (Certificate in French Studies-Year abroad programme. Grade-Good)

1995 – 1997: Holy child school, Cape Coast, Ghana.

WORK EXPERIENCE

- JAN. 2014 – Date. KNUST Basic Schools, JHS section Kumasi Ghana.
Principal Teacher (French): I help shape a vision of academic success for all students by creating a climate conducive and hospitable for teaching and learning. I cultivate leadership in others through people management and student motivation. My Postgraduate Diploma in Education has equipped me with relevant technical skills in teaching in addition to obtaining training in the use of Problem based learning to enhance my teaching skills.
- SEPT. 2006-2014. KNUST Basic Schools, JHS Kumasi Ghana.
Senior teacher (French): I was charged with the responsibility to teach, research and present relevant materials to students in order to develop their written and oral communication skills in French. I have been preparing these students for further language studies at senior high school.

LEADERSHIP EXPERIENCE

- 2014- Date: I have been recently selected as a member of a strategic leadership team of teachers, responsible for supervising teaching and learning, monitoring curriculum and assisting the School's Head in his role. I also serve as a coordinator for homework as part of my duties.
- 2006-Date: As a class teacher, I was responsible for coordinating activities between parents and the school, presenting their grievances of parents to the school's authority while spearheading discipline among pupils. I served as a life coach in motivating pupils to aspire for good grades in their learning using a holistic approach
- 2007-2010: In addition to teaching, I was tasked with the responsibility of managing the School's infirmary where I used the skills acquired in managing a family pharmacy business to promote the health and the wellbeing of students. My organisational, teamwork and planning skills were brought to fore when appointed as the Manager of the infirmary.

SKILLS AND ACHIEVEMENTS

- 2006 – Date: I have moderated for several school programs including speech and prize giving days where my oral communication skills were employed.

- 2002-2003: My year abroad experience as French student equipped me to translate texts from French to English language, to present a research material and to communicate in a coherent manner especially in French and English. I have used this language skill to facilitate the translation of a webpage from English to French, enabling the client to maintain a wide customer base.
- 2001-2002: As a student leader, I was elected a general secretary for literary club where I made use of my communication skill and IT skills to prepare and present minutes at meetings.

VOLUNTEERING ACTIVITIES

- 2006 – Date: Since my appointment as a teacher in 2006, I have undergone appreciable in-service training to learn to design, develop and implement new teaching methodology which I have volunteered at my local Church as an Adult Bible Teacher.
- OCT.- 2013-DEC. 2016: My leadership skills were placed at the fore when I coordinated the activities of the visiting Trainee teachers and their supervisors from State University of New York (SUNY)
- 2011- 2013: My background in educational activities led to my appointment as a governor at Skinner Street Primary and a lead governor in literacy during a short sojourn in the United Kingdom.
- MAY 2010 –FEB. 2013: I was a member of Kingdom Exchange Ministry hospitality team, a charity organization which distributes food and clothing to Brompton community, Medway.
- 1999- 2004- HIV and STD awareness campaign Trainer of trainees for Haans presenting facts and prevention of the disease to local youth groups in towns and villages in Ghana (Africa)

PERSONAL INTEREST

- Using my managerial skills to groom adolescents to become responsible adults and achievers in life through short presentations and exposition.
- Singing in a church choir has improved my team-work skills. My leadership skill has been enhanced since becoming a worship team leader. I have also extended my interest in reading to facilitate the opening and operation of a church library.

PROFESSIONAL ASSOCIATION

- Member of Ghana National Association of French Teachers.

REFEREES

- Mrs Mary Kyere, Former Headmistress, KNUST J.H.S. Kumasi Ghana.
kyeremary@yahoo.com 00233208201133
- Prof T.C. Fleischer, Professor and Pro-Vice Chancellor, University of Health and Allied Sciences, Ho, Ghana. tc_fleischer@yahoo.com 00233244597464
- Dr. C. Appah, Senior Lecturer, Department of Linguistics, University of Ghana Legon, Accra Ghana. cappah@ug.edu.gh