

# ONYEKACHI STEPHEN

TEACHER | ADMINISTRATOR

## PROFILE

Driven with the zeal to see knowledge imparted correctly. Believes every child is unique, gifted and can achieve greatness in capable and competent hands. Understands learning is challenging but enjoyable when guided by like-minded tutor.

## CONTACT



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## TECHNOLOGY

### OFFICE

WORD, POWERPOINT, EXCEL

### GRAPHICS

ADOBE PHOTOSHOP EXPRESS,  
CANVA

### SOCIALS

TWITTER, LINKEDIN,  
QOURA

## CERTIFICATIONS

PRACTICAL CURRICULUM  
INTEGRATION TECHNIQUES |  
**2019**

CLASSROOM MANAGEMENT  
STRATEGIES FOR EFFECTIVE  
INSTRUCTION | **2019**

CAREER MASTERCLASS WITH DR  
DIPO AWOJIDE | **2018**

## REFERENCE

AVAILABLE ON REQUEST

## CAREER PROGRESSION

### HOMYDAZE ACADEMY

**Subject Teacher & Member of Administration | Sep 2015 – Present**

#### Classroom Roles

- Taught Mathematics and science subjects
- Provided classroom environment that was supportive, stimulating and encouraging
- Designed termly lesson plans and projects
- Optimised the use of IT to paint knowledge in pictures
- Maintained high level of student discipline
- Created and coordinated bi-weekly live and engaging science meetings aimed at stimulating curious students by making eco-friendly projects

#### Administrative Roles

- Entrusted to oversee recruitment process
- Co-designed school calendar and termly events
- Designed termly staff duty roster and assembly lessons
- Monitored termly school publicity outings and followed up on prospective parents
- Updated parents on important dates and events through bulk SMS service
- Managed school's Twitter account

### CLEVELAND INTERNATIONAL SCHOOL

**Class Teacher | Jul 2013 – Jun 2015**

- Groomed prospective primary school leavers for successful common entrance examination
- Prepared termly lesson plans for effective knowledge delivery
- Oversaw typing and printing of examination papers and results

### EDNUTALO AUTOMOTIVE SERVICES

**Administrative Officer | Jul 2013 – Jun 2015**

- Documented automobile history, condition and complaints alongside owners' data
- Prepared daily administrative and financial report
- Managed company's database and scheduled appointments

## COMPETENCIES

- Student development
- Effective knowledge delivery
- Classroom management
- Strategic Planning
- Extracurricular activities
- Office management
- Research
- Workplace leadership

## ACCOMPLISHMENTS

- Co-trained the 2<sup>nd</sup> and 4<sup>th</sup> best U-10 spellers in Ibadan | **2018**
- Founded a private-tutoring firm | **2018**
- Promoted to head college department | **2016**
- Awarded the most motivated teacher | **2015**

## EDUCATION

- National Open University, P.G.D.E. | *(In view)*
- Ekiti State University, B.Sc. Zoology | **2011**