

# BENEDICTA ADJEI

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## CAREER OBJECTIVE

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Dedicated and motivated education professional with a strong background in Social Studies and classroom instruction. Seeking to contribute my teaching skills, organizational abilities, and commitment to student development within an academic or administrative environment. I am passionate about education, continuous learning, and fostering positive learning outcomes through discipline, engagement, and effective communication.

## CORE COMPETENCIES

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- Classroom Management
- Lesson Planning & Delivery
- Student Assessment & Evaluation
- Educational Administration Support
- Effective Communication
- Record Keeping & Documentation
- Time Management
- Team Collaboration
- Integrity and Professional Ethics

## PROFESSIONAL EXPERIENCE

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### Government Teacher

**Akontombra Senior High School**, May 2025 – January 2026

- Delivered curriculum-based lessons in accordance with Ghana Education Service standards.
- Prepared lesson plans, teaching materials, and assessment tools.
- Managed classroom activities to ensure effective learning and discipline.
- Assessed student performance and provided constructive feedback.
- Participated in staff meetings and academic planning activities.

### Social Studies Teacher

**St. Joseph Senior High School**, 2023 – 2025

- Taught Social Studies to senior high school students using approved syllabi.
- Encouraged critical thinking, civic responsibility, and active student participation.
- Conducted continuous assessments and maintained accurate academic records.
- Supported extracurricular and school development activities.

**Secretary**

**Mikina Ventures, 2022 – 2023**

- Provided administrative and secretarial support to management.
- Managed office correspondence, records, and documentation.
- Answered phone calls, scheduled appointments, and handled client inquiries.
- Maintained confidentiality and ensured smooth daily office operations.

**EDUCATIONAL BACKGROUND**

**University of Education, Winneba**

**Bachelor of Arts (Social Studies), 2019 – 2023**

**Bodi Senior High School**

**West African Senior High School Certificate (WASSCE), General Arts**  
2015 – 2018

**REFERENCES**

**Mr. Peter Nkuah** (Supervisor, Mikina Ventures) - 0559 105 036

**Mr. Peter Coffie**

(Academic Head, Akontombra Senior High School) - 0242 817 185