

BENEDICTA ADJEI

Kissiemman, Accra | 0246 593 985 | badjei817@gmail.com

CAREER OBJECTIVE

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

PROFESSIONAL EXPERIENCE

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