CURRICULUM VITAE

Stephen Muhindi Kanene

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Date of Birth: 16th January 2003

Citizenship: Kenyan

Gender: Male

# PERSONAL STATEMENT

I am a dedicated and detail-oriented Bachelor of Education (Science) student at the University of Nairobi, majoring in Mathematics and Physics, with a strong passion for teaching and personal development. As a data entry assistant, I bring precision and efficiency to my work, complementing my commitment to excellence in both academic and professional endeavors. Outside the classroom, I am an enthusiastic sports coach and team player, actively involved in co-curricular activities that encourage holistic growth. My aim is to inspire students, achieve continuous professional growth, and support my family through hard work and unwavering dedication.

# EDUCATION

**Bachelor of Education (Science)** *University of Nairobi, Kenya* September 2021 – Present

* Major: Mathematics
* Minor: Physics
* Expected Graduation: September 2025

## Kenya Certificate of Secondary Education (K.C.S.E)

*Eburgon Secondary School, Nakuru, Kenya*

January 2017 – April 2021

* Grade: B+

## Kenya Certificate of Primary Education (K.C.P.E)

*Exodus Academy, Nakuru, Kenya*

2005 – 2016

* Marks: 383

# WORK EXPERIENCE

**Teaching Practice – Physics and Mathematics Teacher**

*Utumishi Boys Academy, Nakuru, Kenya*

May 2024 – August 2024

## Key Responsibilities:

* **Subject Teaching**: Delivered engaging and interactive lessons in Mathematics and Physics, ensuring students understood core concepts through practical and theoretical approaches.
* **Lesson Planning**: Developed lesson plans and tailored teaching methods to meet diverse student needs and enhance academic performance.
* **Examination Preparation**: Prepared students for internal and national examinations, focusing on problem-solving techniques and practical applications.
* **Laboratory Coordination**: Organized and supervised laboratory experiments to provide hands-on learning experiences.
* **Games and Sports Coaching**: Led coaching sessions for football, basketball, and table tennis teams, fostering teamwork, discipline, and skill development.
* **Student Mentorship**: Provided guidance and support to students, motivating them to achieve academic and personal goals.

**Data Entry Intern**

*Hope World Wide Kenya, Nairobi, Kenya*

October 2024 – February 2025

## Key Responsibilities:

## Accurate Data Entry: Inputting, updating, and maintaining data in databases, spreadsheets, or other systems with a high level of accuracy and attention to detail.

## Data Verification and Validation: Reviewing and cross-checking data for errors, inconsistencies, or missing information to ensure data integrity.

## Organizing and Sorting Data: Categorizing, organizing, and sorting data to make it easily accessible and usable for analysis or reporting.

## Assisting with Data Cleaning: Identifying and correcting errors, removing duplicates, and ensuring data consistency across systems.

## Collaborating with Teams: Working with other departments or team members to collect, verify, or update data as needed.

## Meeting Deadlines: Completing data entry tasks within specified timeframes to support team goals and projects.

## Documenting Procedures: Creating or updating documentation for data entry processes and workflows.

## Training Assistant / Facilitator

## *Gravity CBC Resource and Training Center – Lang’ata*

## May 2024 – August 2024

## Key Responsibilities:

## Planned and delivered CBC training sessions: Assisted trainers in conducting interactive workshops for educators.

## Developed training materials: Prepared handouts, slides, and teaching aids to support learning.

## Facilitated group activities: Led discussions, role-plays, and demonstrations to enhance participation.

## Monitored learner engagement: Provided individual support to ensure understanding of key concepts.

## Coordinated training logistics: Managed venue setup, seating arrangements, and materials distribution.

## Maintained training records: Kept attendance logs and compiled workshop progress reports.

## Reviewed training outcomes: Worked with the team to assess effectiveness and recommend improvements.

# SKILLS

* **Teaching and Curriculum Delivery**: Expertise in Mathematics and Physics instruction, lesson planning, and assessment strategies.
* **Sports Coaching**: Proficient in coaching football, basketball, and table tennis, with an emphasis on teamwork and skill development.
* **Leadership and Mentorship**: Adept at mentoring students to build confidence, improve performance, and achieve personal growth.
* **Technical Skills**: Basic knowledge of Microsoft Excel and software development tools.

## Languages:

* + English: Advanced
  + Kiswahili: Advanced
  + Kikuyu: Advanced

# EXTRA-CURRICULAR ACTIVITIES

## Sports Enthusiast and Coach:

* + Skilled player in football, basketball, and table tennis, with ongoing training in swimming.
  + Organized interschool sports tournaments and led school teams to participate in local competitions.
  + Promoted the importance of sports in fostering discipline, leadership, and collaboration.

## Community Engagement:

* + Participated in mentorship programs, providing academic and personal guidance to high school students.
  + Actively involved in organizing school events, such as Science Fairs and Career Days, to inspire student interest in STEM fields.

## Personal Development:

* + Continuously learning and setting goals to improve both professionally and personally.
  + Advocate for lifelong learning and innovation in teaching methodologies.

# INTERESTS

* Participating in online courses or certifications.
* Attending industry conferences or webinars.
* Photography
* Swimming

# REFEREES

**Dr. Maina S. Gitonga, Chief Principal, Utumishi Academy.**

Phone: +254 722 281796

**Miss. Sharon Mabiala, Project Assistant, Hope World Wide Kenya.**

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**Mr. Alvin Baabu, Manager, Gravity CBC Resource and Training Center.**

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