

CURRICULUM VITAE [CV]

PERSONAL DETAILS

NAME: MARION CHEMUTAI MELI
DATE OF BIRTH: 2000
SEX: FEMALE
MARITAL STATUS: SINGLE
NATIONALITY: KENYAN
ID/NO: 37942243
LANGUAGE: ENGLISH AND KISWAHILI
RELIGION: CHRISTIANITY
PHONE NO: 0791962653
POSTAL ADDRESS: BOX 913 KITALE.
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CAREER OBJECTIVE:

- To be transparent and accountable in every discipline accorded.
- To participate in any communal work.

WORKING EXPERIENCE

- 2023 Yeemulwa Secondary School
Duties and Responsibility
- Evaluated and revised lesson plans and course content to facilitate and moderate classroom discussion and student-centered learning
 - Incorporated exciting and engaging activities to reinforce student participation and hands-on learning.
 - Engaging with parents to address questions, discuss academic progress and encourage learning goals.
 - Proctored quizzes, tests, and standardized examinations
 - Maintained day-to-day classroom management and discipline to promote learning initiatives.
- 2024 Worked with as an Admin assistant (IEBC office) Cherangany Suwerwa Ward
Duties and responsibilities
- Answering phones, emails, and other inquiries
 - Preparing meeting agendas and distributing materials
 - Assisting with data entry and basic accounting tasks
 - Maintaining and organizing files (both physical and digital)

EDUCATIONAL QUALIFICATION

- 2019-2024 BACHELOR OF EDUCATION ARTS
MACHAKOS UNIVERSITY
- 2024MARCH – JUNE COMPUTER TRAINING WITH ROYAL COMPUTER TECHNOLOGIES
- 2014-2018 KENYA CERTIFICATE OF SECONDARY EDUCATION-ST.
MATTHEWS GIRLS SEPTONOK
- 2005- 2013 PRIMARY [KCPE] - MWAITA PRIMARY SCHOOL

SPECIAL SKILLS.

- Information Communication Technology(skilled in MS Word, Advanced use of Excel)
- Disaster management.
- Guiding and Counseling
- Good communication skills
- Mobilize the community on health tips

CO-CURRICULAR ACTIVITIES:

- Was a member of the Christian Union.
- Was a prefect.
- Participated in athletics.

HOBBIES.

- Reading
- Making research's
- Assisting the needy

REFEREES.

1. MR. ROBERT KEMEI
RETURNING OFFICER CHERANGANY CONSTITUENCY
P.O BOX 193-30200 KITALE
TEL: 0720281843
2. DR. FRANCIS MUTUA
LECTURER MACHAKOS UNIVERSITY P.O.BOX
136-90100 TEL:0791679945
3. MR. HEZRON WEKESA
ROYAL COMPUTER TECHNOLOGY,
P.O. BOX 193-30200. KITALE
TEL: 0726694645

