

JACK-TONYE RUBY OKORITE

No 7 Sebastine street off Isheri Osun road, Isolo, Lagos state

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PERSONAL PROFILE

DATE OF BIRTH: 7th August 1994

MARITAL STATUS: Single

STATE OF ORIGIN: Rivers State

NATIONALITY : Nigerian

SEX : Female

A bachelor's degree in English Studies, intuitive with a high sense of discipline.
Hardworking, articulate and enthusiastic about learning new skills,

SKILLS

Communication: Possess excellent written and oral communication skills.

Applications: Microsoft Word & Excel.

WORK EXPERIENCE

January 2017 - December 2017

LOFTY HEIGHTS MODEL SCHOOL
(English Language and Literature Teacher)

Main duties and Responsibilities

- Teaching multiple classes in both literature and English
- Coordination of extracurricular events for students as well as staffs of the school.
- Writing lesson notes and drafting exam questions

- Administrative duties for multiple classes.
- Supporting coordination of the end of the session events, schedules, resources, operations like office supplies, and logistics like roasters, deliveries to ensure on-time, on-target implementation and execution.
- Developing solid, trusting relationships with staffs, students and management teams to facilitate project efficiency and productivity.

EDUCATION

Babcock University -B.A (Hons.) English Studies
AUGUST 2012 - JUNE 2016

AWARDS

Psense Basic Office ICT Skills Certification - 2016
Member, Charity Syndicate group (NYSC) - 2017

REFERENCE

Available on request