**CURRICULUM VITAE**

**SHARON TOKITI MSHEKERO**

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**PERSONAL STATEMENT**

My general philosophical sense of success is that when anchored on the appropriateness of the methods of service delivery, skills and competencies employed, everything in life can be achieved. As a person, I believe that with my skills and experiences, I am able to attain success within the responsibilities given to me.

**EDUCATION**

2017 – 2021, Bachelor of education Arts (Music/Kiswahili) - Kenyatta University

2017 (May-June), Certificate of Computer Applications-Kenya Institute of Management

2013-2016 , Kenya Certificate of Secondary Education-Murray Girls High School

2005-2012 Kenya Certificate of Primary Education- Timbila Primary School

**SKILLS AND COMPETENCIES**

* Computer skills
* Strong Communication skills
* Leadership skills
* Problem solving and proffesionalism

**WORK EXPERIENCE**

**Teacher Assistant, Mission Star Academy ( May 2022)**

* Taking pupils for extra curricula activities like swimming, music studio and other field activities.
* Signing diaries and checking for parents comments
* Putting up payment and balance receipts in pupils diaries
* Keep files in order and learners stationeries.

**Teacher, Pumwani Boys High school(October 2021-December 2021)**

* Prepared schemes of work and lesson plans for teaching
* Conducted music and Kiswahili lessons for form ones and twos
* Directed and overseeing music practicals for form fours
* Deputized Scouts club patron

**Sales Representative, Kurunzi Tech Media (April 2020-August 2020)**

* Sending and receiving emails from customers
* Sending and receiving parcels
* Marketing products through the company's social media platforms
* Conducting sales, negotiating
* Collecting feedback from customers

**Hotel attendant, Wytay and sons hotel (June 2017-August 2017)**

* Preparing daily meals
* Assisting with customer service and cash collection
* Keeping records of daily sales and expenses

**INTERESTS AND HOBBIES**

* Cooking
* Travelling and exploring
* Singing
* Team collaboration
* Vlogging
* Socialization

**REFERENCES**

BENSON MWENDA :MANAGER, KURUNZI TECH MEDIA

0721716233,

REGINA MHABASHI: DIRECTOR, MISSION STAR ACADEMY

0705956723

Dr. DAVID MUIGAI: LECTURER, KENYATTA UNIVERSITY

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Mr. MWANGI: PRINCIPAL, PUMWANI BOYS SECONDARY SCHOOL

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