

ELIZABETH NDINDA

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Nationality: Kenyan

Fluency: Kinyarwanda, Kiswahili, English

Profile

An experienced, enthusiastic and focused educator who is committed to maintaining high standards in a learning environment. Elizabeth is an excellent communicator and author. I am a valuable team player who is adaptable.

Objective

Now looking for an employment opportunity.

Key Competencies

Team player

Excellent analytical skills

Task focused

Innovative

Curriculum developer

Career Summary

August 2021 to date: Akazi Kanoze Access

Position: Curriculum Materials Developer

Duties: Make scripts for Work Ready Now Program in TVETS, Test the audios in class.

March 2020 to July 2021: **Davis College**

Position: Curriculum Developer

Duties: Develop Materials for Online classes for English and Leadership courses

May 2018 to March 2020: **Akilah Institute**

Position: English and Leadership instructor

January 2017 – April 2018; **Riviera High School, Rwanda**

Position; English teacher

Hope Academy, Rwanda

Position: English as a Second Language teacher

Duties/Responsibilities; Teach English to fresh English learners.

January 2012 to August 2015: **Lycee De KIGALI, Rwanda**

Position; English teacher

Duties/Responsibilities; Teach English to O-Level & A-Level students

Rwanda Curriculum author with Jomo Kenyatta Foundation for Primary English

June 2012 to December 2014: **US Embassy, Rwanda**

Position; Access English teacher

Duties/Responsibilities; Coordinate the material development, student programs and lead teacher for Access English program at Lycee De Kigali

January 2012 -Sept2014: **Mount Kenya University, Rwanda**

Position held: Lecturer

Duties/Responsibilities: Lecturer of Language skills in journalism, Technical writing and Lobbying & Advocacy

November 2010 - December 2010: **ADRA, Rwanda**

Position held: Consultant/coordinator

Duties/Responsibilities: Drafted a curriculum for training Rwandan teachers in English (Both primary & secondary) : Taught English & Literature and was the team leader.

October2008 - November2010: **Catholic University of Eastern Africa, Gaba Campus, Eldoret, Kenya.**

Position held: Lecturer

Duties/Responsibilities: Lecturer of English Pre-University and Bridging programs.

May2007 - July2008: **African Institute of Research and Development Studies, Eldoret, Kenya.**

Position held: Lecturer

Duties/Responsibilities: Taught Communication skills, English, Guidance and Psychology.

September2006 -April2007: **Ngechek Secondary School, Eldoret, Kenya.**

Position held: Teacher&Volley Ball Coach

Duties/Responsibilities: Taught English, Literature, History and Trained Volley Ball.

January2006 - April2006: **St. Monica Marani Secondary School, Kisii, Kenya**

Position held: Teacher/Volley Ball coach

Duties/Responsibilities: Taught English/Literature and Trained Volley Ball

September2004 - November2004: **Eldoret Secondary School, Kenya**

Position held: Teacher on training

Duties/Responsibilities: Taught English and Literature

May2003 - June2003: **Afraha High School, Nakuru, Kenya**

Position held: Teacher on training

Duties/Responsibilities: Taught English and Literature

Professional Development

May 2016: Certificate in Literacy(Teaching reading and writing as an integrated process)

Africa Reads

October 2015 to date: Eighteen certifications in English professional development courses

Alison International.

March2016: **Cambridge(UK)** Primary certification

March 2016: **Cambridge(UK)** Secondary one certification

February 2015 to May 2015: Certificate in French

Institut Français du Rwanda, French Embassy

May 2014: Spring International Language Centre, Arkansas, USA

US Embassy, Access Teacher workshop

June 2013: US Embassy, Kigali, Rwanda

Professional Development in English Language Pedagogy

Education Background

Jan2021-June 2021: Giant TV

Leadership Guide training

2020: Moi University, Eldoret Main Campus

Master of Education in Language Education (English)

2018 ongoing: Mount Kenya University, Kigali Campus
Masters of Education management and planning

April – May 2014: University of Arkansas
Short course on Teaching methods in ESL

2001-2005: Moi University, Eldoret Main Campus
Bachelor of Education (Arts), English and Literature
Obtained a Second Class Honors

1995-1998: Limuru High School
Kenya Certificate of Secondary Education (Mean grade - B Plain)

1987-1994: Oserian Primary School
Kenya Certificate of Primary Education (559 out of 700marks)

Key Specialized Skills

- ❖ High proficiency in computing skills including: Excel, Word, PowerPoint, Publisher and Access
- ❖ Report writing, formatting and presentations.

Other Details

Other: Coordinated Rwanda reads project at the US Embassy in 2013 to 2014

Interests: Reading, playing football, traveling and watching movies.

Document to be published (Thesis)

Effectiveness of English bridging courses in improving the communicative competence of learners (A cross sectional study of higher learning institutions), Eldoret, Kenya

Published documents

Rwanda English primary one to six textbooks published by Jomo Kenyatta foundation, Kenya publishers.

References

1. Isaac Museveni
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