LUCY WANJIRA MUNGAI

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CAREER PROFILE SUMMARY

Committed and enthusiastic professional with a demonstrated dedication to cultivating inclusive and dynamic work environments, enhancing productivity, and propelling organizations toward heightened success. Actively pursuing a challenging role within a renowned organization, where I can acquire new skills, broaden my knowledge base, and apply my insights to contribute to the advancement of your esteemed institution.

EDUCATION BACKGROUND

- **Certificate in Resume Writing:** Allison Academy; September 2023.
- **Certificate in Academic Writing:** Allison Academy; November 2023.
- **Certificate in Transcribing:** Allison Academy; December 2023.
- **Bachelor of Education:** Gretsa University – Thika; 2016 to 2021
- **Certificate in Computer Packages:** The Serenity College; 2016
- **Kenya Certificate of Secondary Education:** Gilgil Garrison Secondary School; 2012 to 2015
- **Kenya Certificate of Primary Education:** Gilgil Township Primary School ; 2004 to 2011

KEY SKILLS AND COMPETENCIES ACQUIRED

- **ICT Competencies:** Proficient in Computer particularly Microsoft Office Packages.
- **Communication:** Effective verbal and written communication skills with the ability to clearly articulate ideas and concepts.
- **Adaptability:** Flexibility to adjust new changing circumstances in a work environment that befits growth.
- **Collaboration:** Ability to employ teamwork and collaboration with colleagues to achieve corporate objectives.
- **Teaching skills:** Ability to create well-structured lesson plans, maintaining an organized and positive learning environment and to adapt teaching methods to suit student individual needs.
- **Interpersonal skills:** Ability to relate well with others, leadership skils and customer focus.
- **Discretion and a keen eye for Details:** Attention to detail and able to handle confidential information.

- **Initiative:** A proactive approach to problem solving, taking initiatives to explore issues, generate new ideas and approaches.
- **Critical thinker:** Having a creative, analytical, practical and thorough approach to resolving issues.

WORK HISTORY

Industrial Attachment – Teacher
Friends Secondary School – Dandora (January – March 2020)

Duties and Responsibilities

- Developed and deliver engaging lessons aligned with the syllabus.
- Created comprehensive schemes of work and lesson plans to ensure effective teaching.
- Imparted knowledge to students as per the curriculum

LEISURE

- Reading books
- Networking
- Travelling

REFEREES

Mr. Opinda

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Friends Secondary School – Dandora

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Lecturer – H.O.D

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