

GLORIA OFORI

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PERSONAL DATA

❖ Gender	:	Female
❖ Nationality	:	Ghanaian
❖ Marital Status	:	Married
❖ Current Location	:	Pokuasi – Accra (Ghana)

CAREER OBJECTIVE

Seeking a full time career with an organization, which will permit me to use and contribute my abilities and also enhance my knowledge and contribute towards its growth through commitment and high quality work.

To contribute to the growth, expansion and the success of the company.

To be efficient and effective through hard work, dedication and total commitment in service to the company/institution.

WORK EXPERIENCE

❖ GRADE 3 TEACHER (January 2022 - Present)

Peace Home Academy , Accra – Ghana

General Roles:

- Teaching learners according to their learning needs
- Using the appropriate curriculum to suite learners learning need
- Supporting learners with class/school assignments
- Communicating learners strength and weaknesses to parents
- Recommending appropriate story books to learners
- Using the appropriate teaching methodologies to teach children with special needs and recommending appropriate learning materials

❖ GRADE 7 SUBJECT TEACHER – ENGLISH AND SOCIAL STUDIES

(February 2019 – January 2021)

Adapted Minds International School, Accra – Ghana

General Roles:

- Planning and delivery of English and Social Studies curriculum
- Weekly Preparation of lesson according to time table

- Effective teaching to enhance learners mastery of the subject matter
- Liaise between school management and parents to communicate learners performers on the subject area
- In charge of all examination preparation

❖ **KINDERGARTEN TEACHER (November 2018 – January 2019)**
Adapted Minds International School, Accra – Ghana

General Roles:

- Planning and delivery of the curriculum
- Weekly lesson preparation and delivery
- Teaching poems
- Weekly compilation of learners assessment and records to management
- Daily teaching and giving of assignments
- Teaching rhymes
- Effective keeping of serene learning environment
- Class management
- Termly editing and typing of examination questions of the entire department
- Communicating of learners performance to parents and receiving feedback

❖ **KINDERGARTEN TEACHER (September 2014 – August 2018)**

ST. Peter's Mission School, Accra - Ghana

General Roles

- Planning and delivery of the curriculum
- Weekly lesson preparation and delivery
- Weekly compilation of learners assessment and records to management
- Daily teaching and giving of home assignments
- Teaching poems and rhymes
- Effective keeping of serene learning environment
- Class management
- Monthly supervision of colleagues teaching
- Termly editing and typing of examination questions of the entire department
- A member of the school's Research and Marketing Team
- Taking part of weekly physical education
- Communicating learners performance to parents and taking feedback constantly
- Attending staff/management meetings

❖ **GRADE 2 TEACHER (August 2012 - July 2014)**

ST. Peter's Mission School, Accra - Ghana

General Roles:

- Effective planning and delivery of the curriculum
- Prepares weekly lesson notes to suite each learner's need in the classroom
- Daily teaching of learners and giving of home assignments
- Weekly compilation of learners assessment and records to head of department
- Keeping effective working communication among parents on learners performance
- Consistent creation of an organized and friendly leaning environment
- Keeping a good teacher - learner relationship
- Participating in staff /management meetings and programs
- Taking part in co-curricular activities
- Training student in singing and choreography during open day programs

❖ **TEACHING ASSISTANT- KINDERGARTEN (2008 – 2012)**

The Light Academy School, Adenta – Ghana.

General Roles:

- Plan and deliver lessons to meet the needs of pupils in the class
- Supports main Teacher in managing class
- Marks pupils classwork and assignments
- Assists with instructional needs
- Takes part of co-curricular activities

❖ **SUPPORTING SECRETARY/RECEPTIONIST(2004 - 2005)**

Bossam Travel and Tour, Accra – Ghana

General Roles:

- Runs errands for the office.
- Communicate incoming and outgoing electronic communications.
- Reports all messages to the general secretary.
- Cleans and arranges the office daily.
- Prints and runs photocopies of documents under the instruction of the general secretary.

EDUCATIONAL QUALIFICATIONS

Qualifications	Institute	Course	Year of Entry	Year of Completion
Bachelor's Degree	University Of Cape Coast (Ghana)	Bachelor Of Education in English	October 2015	September 2017
Diploma	University Of Cape Coast (Ghana)	Psychology & Foundations of Education	October 2010	September 2013
SSCE Certificate	Nungua Senior Secondary School	SSCE	2000	2003
JSS Certificate	Mataheko '1' Junior Secondary School	JSS	1997	2000
Professional Certificate	MBJ Innovations & RD. Duncan Institute For Professional Development, ILL (USA)	Specialized Educator's Training	July 2015	July 2015

TEACHING LICENSE : GHANA TEACHER LICENSURE September 2019

SOFTWARE PROFICIENCY

- ❖ **Typing** : Microsoft Word
- ❖ **Operating Systems** : Windows 10,8.1 & 7
- ❖ **MS PowerPoint**

AREA OF INTEREST

- ❖ Children And Youth Development
- ❖ Music
- ❖ Reading
- ❖ cooking

SKILLS & COMPETENCIES

- ❖ Effective Communication & Team work Ability
- ❖ Time & Stress Management
- ❖ Excellent Writing Skills
- ❖ Strong Attention to Detail

INTEREST AND HOBBIES

- ❖ Internet Surfing
- ❖ Watching & listening news to get updated
- ❖ Reading And Understanding Child development
- ❖ Always observing patterns that makes human life
- ❖ Travelling

STRENGTHS

- ❖ Decision making ability
- ❖ Confidence
- ❖ Adaptability
- ❖ Willingness to learn
- ❖ Ability to do function in Different Capacities

REFERENCE

- ❖ Dr. Roland Affail Monney
Ex - President of the Ghana Journalist Association
Press Centre, Abdul Nasser Ave.,
Ring way Estates, Accra, Ghana.
Tel: +233244859122
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❖ Mr. Edwin Ayitiah
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Declaration : I hereby clarify that all information provided above is true.
Date: 1st February, 2023 (Gloria Ofori)