

Victor Ouma



Contact

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Data Entry, Virtual Assistant, Teaching and Designing

I'm a highly organized and detail-oriented individual with excellent communication and computer skills. I'm proficient in data entry, word processing, and online research, and I'm eager to learn new skills. My strong English language skills enable me to effectively communicate and understand instructions, ensuring accuracy and efficiency in my work. I'm a quick learner and adaptable to diverse tasks, making me an ideal candidate for Data Entry, Virtual Assistant, and Teacher roles.

Objective

Passionate educator with a commitment to fostering an engaging and Inclusive learning environment seeks teaching position where I can apply principles of curriculum to develop critical thinking, creativity and collaboration skills in learners. Dedicated to using innovative teaching pedagogies and technology to enhance learners engagement and ensure holistic development

Education

- Have been in charge of school Online Data Entry services
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Drastic drop in Teenage pregnancy and school drop out.

- Worked at Umoja Adventist school where I improved the mean score in English from 68.7 to 77.8 in KCPE examinations in the year 2018
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- Currently working at Imanyat Primary school as an ICT teacher where the level of learners Data has greatly improved
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ST. MAGDALENE TTC	2 YEARS
• 0Primary Teacher Education	
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ALISON IRELAND UNITED KINGDOM	1 YEAR
• Diploma in SNE Autism	
ALISON IRELAND UNITED KINGDOM	1 YEAR
• Diploma in Care giving	
INTERNATIONAL TEACHING AND TRAINING CENTRE	1
• UPGRADE DIPLOMA IN PRIMARY TEACHER EDUCATION	
ALISON IRELAND UNITED KINGDOM	1 YEAR
• DIPLOMA IN EARLY CHILDHOOD EDUCATION	
CISCO NETWORKING ACADEMY	65 HOURS
• Cybersecurity and Threat Management	
ALISON IRELAND UNITED KINGDOM	4 months
• CERTIFICATE IN TEACHING ENGLISH AS THE SECOND LANGUAGE	

I was contracted by Care Kenya and Hope world wide Kenya in 2021 to 2023 to spear head the programme of start Small education project in which the main focus was Guidance and counselling, Mental health, GBV, during this period I conducted several sessions about the above listed subject matters as a result there was a great positive impact, teenage pregnancy and school drop out significantly dropped

Athletic in Field Events

- I was entrusted with the duty as one of the corner judges at Orinie Primary school during Athletic Cluster competition in the year, 2023

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MAHATMA GANDHI INSTITUTE OF EDUCATION FOR PEACE AND SUSTAINABLE DEVELOPMENT

2 MONTHS

- Attained Certificate in The Social Emotional Educator a Primer

MAHATMA GANDHI INSTITUTE OF EDUCATION FOR PEACE AND SUSTAINABLE DEVELOPMENT

2 MONTHS

- Attained Certificate in Digital Educator _A Primer (ENGLISH)
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AFRICAN ADVANCED LEVEL TELECOMMUNICATION INSTITUTE THROUGH CISCO NETWORKING ACADEMY

5 WEEKS

- Attained Certificate in Digital Awareness

AJIRA DIGITAL KENYA ONLINE LEARNING PLATFORM

5 WEEKS

- Attained Certificate in Data Entry

AJIRA DIGITAL ONLINE LEARNING PLATFORM

5 WEEKS

- Attained Certificate in Virtual Assistant

Basic Section

Classroom teacher
at Imanyat Primary
school

**CARE
INTERNATIONAL
KENYA AND HOPE
WORLD WIDE
KENYA**

5 DAYS

- CERTIFICATE OF PARTICIPATION IN MENTAL
HEALTH AND PSYCHOSOCIAL SUPPORT

**ALISON IRELAND
UNITED (ONLINE
LEARNING
PLATFORM)**

65 HOURS

- Certificate in Fundamental OF DOMESTIC
VIOLENCE AND ABUSE

Experience

**KALANDING
SECONDARY
SCHOOL**

3 YEARS

- Acted as Deputy Principal

**SUNSHINE
INTEGRATED
ACADEMY**

1 YEAR

- Deputy Headteacher

**UMOJA ADVENTIST
PRIMARY SCHOOL**

2 YEARS

- CLASSROOM TEACHER

**IMANYAT PRIMARY
SCHOOL**

6 YEARS

- ICT TEACHER

EXAMINATION DEPARTMENT

IMANYAT PRIMARY SCHOOL

ICT TEACHER

- Currently in charge of school ICT infrastructure at Imanyat Primary school
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IMANYAT PRIMARY SCHOOL

Examination Teacher

- From the year 2018 to date am in charge of school Examinations exercise.
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GUIDANCE AND COUNSELLING

IMANYAT PRIMARY SCHOOL

Guidance and
counselling

- Trained as Guidance and counselling Teacher by the Care International and Hope world wide Kenya in the year 2021, after that I was contracted by Care international Kenya and Hope world wide Kenya for a period of three years

Advanced

HOPE ACADEMY

HEADTEACHER

- worked as Headteacher for a period of Four months
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IMANYAT PRIMARY SCHOOL

Classroom teacher

- Community Service Learning