

# **CURRICULUM VITAE**

## **COLLINS DIOF OLOO**

**Nairobi Kenya**

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### **PERSONAL PROFILE STATEMENT**

A motivated, adaptable and responsible Education graduate seeking a position in an Education related position which will utilize the professional, teaching and administrative skills developed through past work experiences in this field. I have a methodical, customer-focused approach to work and a strong drive to see things through to completion. In my recent jobs, I have demonstrated desirable inputs and hoping to continue this service in endeavors.

I equally run a Community Based Organization called MEMA, that focuses on climate action with Environmental conservation strategies. Through MEMA, we do mental health awareness and menstrual hygiene making me not only possess administrative skills but also a mental health wellness advocate and Environmental inspector.

### **ACHIEVEMENTS**

- Running a CBO, MEMA Organisation.
- Student leader of the year, Zetech University (2023)
- Chairperson ZUSA, Zetech University Students Association (2023/2024)

### **EDUCATION AND TRAINING**

- **2024 – Certificate in Teaching International Curricula - Riara University**

- Attained CTIC Certificate

#### **Relevant Modules:**

- Internationalism & International Education
- British National Curriculum (BNC)
- International Baccalaureate (IB)
- ICT Application in Education
- Learner Centered Pedagogy & Practicum

-IGCSE

- **2021-2024**-- Education Arts and Social Sciences (BED) - **Zetech University**

-Attained degree certificate, second class upper division.

- **2017-2020**-- Secondary education course - **Kanyawanga Boys High school**

- Attained a Kenya Certificate of Secondary Education

- **2009-2016**-- Primary education course - **Our Lady Of Orote Primary School**

-Attained Kenya Certificate of Primary Education

## **EMPLOYMENT HISTORY**

**Dec 2020 – Aug 2021 Sales Agent**

**Safaricom Company**

- Responsible for phones and line sales **Nairobi**
- Marketing and creating product awareness
- Managing Sales team and making commissions

**Mar 2023 - Apr 2024 Chairperson ZUSA (Student)**

**ZETECH UNIVERSITY**

- Student leadership chair **Nairobi**
- Administrative officer
- Chairperson and Association supervisor

**Jan 2024 – Apr 2024 Class Teacher of English (TP)**

**OBER BOYS SCHOOL.**

- Classroom Management **Homabay**
- ICT Application in education, Online teaching
- Preparing lesson plans
- Syllabus coverage and Content delivery

**Jan 2024 – Aug 2024 International Sales Representative.**

**ARAD BRANDING**

- Customer service
- Sales coordination of both imports and exports
- Sales representative of Kenya
- Product negotiator and Importer

**Nairobi**

**Aug 2024 - Dec 2024 Children ministry teacher( Volunteer)**

**RUIRU TRINITY CHAPEL**

- Classroom Management
- Content delivery and syllabus coverage
- Children Ministry
- Early childhood handling

**Ruiru**

**Jan 2025 - Present Teacher (English, literature, Agriculture, ICT). Cherish Watoto Kenya**

- Classroom teacher
- Class management
- Head of department ICT
- Content delivery and syllabus coverage
- Professional documents handling

**Nairobi**

## **QUALIFICATIONS**

Teachers Service Commission (TSC) certified

Certificate in Teaching International Curricular (CTIC) certified

High school or equivalent teacher of English language and linguistics

Highschool or equivalent Literature teacher

Environmental conservation advocate

Mental Health Advocate

## **SKILLS**

- Leadership Skills As a student leadership chairman, I developed strong leadership abilities, including team management, conflict resolution, and motivational skills.
- Advocacy and communication Skills -My experience in mental health advocacy has honed my ability to communicate effectively, raise awareness, and influence others on important issues.
- Organizational Skills: Involved in both mental health advocacy and climate action, I have

experience in organizing events, campaigns, and initiatives.

- Critical Thinking: My education and advocacy work suggest strong analytical skills, allowing me to assess situations, evaluate options, and make informed decisions
- Public Speaking: Engaging in advocacy involves speaking to groups, which has enhanced my public speaking and presentation skills.
- Teaching Skills: As I pursue a certificate in teaching international curricula, I gain pedagogical skills and methods for effectively engaging students.

## **HOBBIES AND INTERESTS**

I enjoy reading non-fiction books, building computer networks, solving puzzles and socializing with friends and family.

## **REFERENCES**

**PROF. Owen Ngumi**

**Dean of studies, school of Education**

Zetech University

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