

## **CURRICULLUM VITAE**

### **PERSONAL DATA**

Name -Ilusa Mildred  
Id number -34021887  
Address -173 Tiriki  
Email -mildredilusa2018@gmail.com  
Date of birth -13/08/1997  
Religion -Christian  
Marital status -Single

### **Professional Summary**

Am a motivated and a reliable individual with strong communication and organizational skills Experienced in excellent customer service and cash handling and till operation, basic computer literacy skills and also a quick learner seeking an opportunity to contribute to a dynamic workplace while continuing to develop professional skills.

### **EDUCATIONAL BACKGROUND**

#### **Degree in Education Arts**

Mount Kenya University 2021-2025

Specifications Kiswahili and CRE

**Award:** Attached overleaf (transcripts)

#### **Key skills**

- Classroom management
- Lesson planning/curriculum development
- Student centered learning
- Differentiated instruction
- Assessment and evaluation
- Technology integration
- Parent communication
- Team collaboration
- Building strong relationships between students, parents and colleagues
- Improving teaching methods
- Supports emotional students emotional and social development
- Lifelong learner
- Motivational skills
- Integrates digital tools to enhance learning

**Falcons company (2025 for some months)**

First aid course, occupational health and safety courses and fire and fire safety courses

**Award: Certificates for the courses**

**Cheptarit youth polytechnic**

From 2020-2021

Computer program courses

**Award:**

**Key Skills**

- Basic understanding of the computer hardware and software
- Problem solving and logic thinking/troubleshooting
- Analytical and research skills
- Working with windows or other operating systems
- Internet and digital skills

**St' Francis of Asis Kaptik Secondary School**

From 2012-2015

Kenya Certificate of Secondary Education.

**Award:**C+plus

**Key skills**

- Study and learning skills
- Communication skills
- Interpersonal and social skills
- Emotional intelligence and self-discipline

**Shaviringa Primary School**

From 2004-2011

Kenya Certificate of Primary Education.

**Award:**264 marks

**Key skills**

- Literacy skills

- Numerical skills
- Personal, social and emotional skills
- Creative and critical thinking skills

## **WORK EXPERIENCE**

### **Teacher employed by BOM**

#### **Mosoriot junior academy-2016-2018**

##### **Responsibilities**

- Teaching and instruction
- Assessment and evaluation
- Classroom management
- Pupils support and well being
- Extracurricular and community involvement
- Planning and preparation on schemes of work, lesson plans and lesson notes
- Facilitator of learning

### **Receptionist-**

#### **Spring wheel resort-Year 2019-2020**

##### **Responsibilities**

- Telephone and communication handling
- Professional representation
- Manages schedules and appointments
- Greeting and welcoming visitors warmly
- Manages schedules and appointments
- Administrative support
- Organizes the offices
- Attends meetings and briefings to stay informed
- Coordinates other staff and departments

### **Waitress-Year 2021-2022**

#### **Ndupawa prestige hotel**

##### **Responsibilities**

- Welcoming guests politely and showing them where to sit
- Taking orders appropriately
- Serving food and beverages promptly
- Attending to customers' needs politely
- Maintaining cleanliness and order

- Presenting bills to accurately
- Handling complains and issues calmly
- Maintaining professional appearance and behavior
- Clean and reset tables for next guests

### **Cashier-Year-2022-2025**

#### **Khetias Drapers Ltd**

#### **Responsibilities**

- Greeting customers politely and providing friendly and helpful service
- Scanning and processing items quickly and accurately
- Handling different methods of payment
- Maintaining tidy till area and equipment's
- Issuing change and receipts to customers
- Offer sales supports to customers
- Recording keeping and accuracy
- Processing refunds, exchanges and discounts as required
- Balancing the cash drawer at the end day

#### **Awards earned**

#### **St' francis of Assis Kaptik secondary school**

- In charge of sanitation, water and electricity (2013)
- Deputy student leader award (2015)

#### **Khetias Drapers Ltd**

- Best cashier award (2024)
- Customer service vacation award (2025)

#### **Hobbies**

- Volunteering
- Travelling and exploring new places
- Interacting with new people

### **REFERENCES**

Director Mosoriot Junior Academy

Md. Kadenyi Slyvia

Info: [mosjunior@yahoo.com](mailto:mosjunior@yahoo.com)

Ndupawa Prestige Hotel

Mr. Wawire John Wafula

info: [ndupawaprestige@gmail.com](mailto:ndupawaprestige@gmail.com)

Spring wheel resort

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Khetias Drapers Ltd

Mr. Ashok Khetia

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