

CURRICULUM VITAE

PERSONAL DATA

Name -Ilusa Mildred
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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

Ndupawa Prestige Hotel

Mr. Wawire John Wafula

info: ndupawaprestige@gmail.com

Spring wheel resort

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Khetias Drapers Ltd

Mr. Ashok Khetia

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