

FAITH RICHARD

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CAREER SUMMARY

Results-driven business administrator with over two years of diverse experience in teaching, administrative support, and computer applications. Skilled in managing tasks effectively under minimal supervision, leveraging advanced computer skills, and delivering quality results in high-pressure environments. Demonstrates exceptional communication, leadership, and organizational skills with a commitment to achieving organizational goals

SKILLS

- **Administrative Skills:** Proficient in task coordination, document management, and organizational support.
- **Technical skills:** Expertise in Microsoft Office Suite (Microsoft word, Excel and Power point), type-setting, printing, scanning, and online registrations.
- **Teaching and Communication:** Strong ability to deliver engaging lessons and communicate effectively with diverse audiences.
- **Leadership:** Demonstrated leadership and mentorship skills in fostering student growth and team collaboration.
- **Problem-Solving:** Skilled at identifying and addressing challenges promptly to ensure smooth operations.
- **Adaptability:** Thrives in dynamic environments with minimal supervision.

PROFESSIONAL EXPERIENCE

Teacher

2024

Bandex Science Academy

- Delivered engaging lessons in National Values to over 200 students, achieving a 95% pass rate in internal assessments.
- Designed lesson plans aligned with national curriculum standards, enhancing student understanding and retention.
- Organized extracurricular activities to foster teamwork and social responsibility among students.
- Effectively communicated with peers, colleagues, administrators, and parents to meet and exceed teaching goals.
- Correctly identified areas of weakness of students, tailored lessons accordingly to further increase student learning.

Teacher (NYSC)

November 2022 – October 2023

Government Girl's Unity College, Birnin Kebbi

- Taught Civic Education to students.
- Developed lesson plans and instructional materials tailored to students' needs.
- Monitored and assessed student performance to enhance learning outcomes.
- Collaborated with colleagues to organize extracurricular activities and school events.
- Fostered a supportive and engaging learning environment to encourage student success.

Staff**August 2021 – August 2022***Fidelity Computer Centre, Birnin Kebbi*

- Managed type-setting, printing, scanning, and photocopying services, completing over 150 client projects monthly.
- Conducted online registrations and digital applications for clients, ensuring a 99% success rate in submissions.
- Provided technical support to improve operational efficiency and customer satisfaction.

EDUCATION

HND in Business Administration and Management **2019 – 2021***Nuhu Bamalli Polytechnic, Zaria***National Diploma (ND) Business Administration and Management** **2014 – 2016***Nuhu Bamalli Polytechnic, Zaria***Senior Secondary Certificate Examination (SSCE)** **2008 – 2014***St. John's Secondary School, Kachia***First School Leaving Certificate (FSLC)** **2002 – 2008***LEA 1 Primary School, Kachia***HOBBIES**

- Reading
- Teaching
- Research
- Travelling and Exploring

REFEREE

- Available on request