

CURRICULUM VITAE

PERSONAL INFORMATION

Name **SHEILA KHAYESHE**

Mobile +254 794105688

E-mail khayeshesheila2@gmail.com

EDUCATION & TRAINING

Name of Institution

Programme

KENYATTA UNIVERSITY (2020- PRESENT)

Bachelor of Education Arts (French and History)

Title of qualification awarded

Degree (*Expected December-2025*)

Name of Institution

TEFL PROFESSIONAL INSTITUTE-TEACHER RECORD (June 2022)

Title of qualification awarded

Teaching English as a Second Language(120Hours)

Name of School

ST CECILIA GIRLS' HIGH SCHOOL MISIKHU (2016-2019)

Title of qualification awarded

Kenya Certificate of Secondary Education (KCSE) **(B PLAIN)**

Name of School

ST BASIL LURAMBI PRIMARY SCHOOL (2015)

Title of qualification awarded

Kenya Certificate of Primary Education (KCPE)

Self-taught

**INDEPENDENT LEARNING VIA ONLINE RESOURCES
(2023-PRESENT)**

FRONT END DEVELOPER

PROFESSIONAL EXPERIENCE

I. *Name of employer*

ST MARY GORETTI GIRLS SHIKOTI GIRLS' HIGH SCHOOL

Period

8th May 2023 to 11th August 2023

Position

ASSISTANT TEACHER

*Main activities and
responsibilities*

- **Prepare materials for lessons, assignments and assessments and evaluate, correct and grade the performance of 60 students.**
- **Integrate technology into 50% of daily lesson plans to create engaging, multi-dimensional lessons.**

	<ul style="list-style-type: none"> • Communicate student progress, academic difficulties or behavioral concerns to the administration using tact and professionalism to improve student academic performance. • Arranged and organized classroom desks, chairs and supplies, decreasing 95% of classroom accidents. • Develop lesson plans and instructional materials to meet the needs of individual students • Monitor student progress and provide feedback to students, parents, and teachers • Assist in the implementation of classroom management strategies • Supervision of students in the classroom, cafeteria, playground, and other areas • preparation of materials for classroom activities • Assist in the development and implementation of classroom assessments • Assist in the preparation and grading of student assignments
Name of Employer Period Position	ST. GEORGES' GIRLS' SECONDARY SCHOOL NAIROBI May -October (2024) STUDENT TEACHER
Main activities and responsibilities	<ul style="list-style-type: none"> • Design and deliver engaging lessons, content and materials, in line with standard curriculums and teaching standards. • Vary learning mediums (for example: digital, visual, learning through action) in order to account for differences in learning preferences • Provide a safe, enriching, engaging environment for students to learn and feel supported • Conduct baseline assessments and follow up with formal and informal assessments to gauge learners' progress • Evaluate student progress and prepare reports for parents and other members of staff. • Mark students' work, assessments and tests, providing grades or notes for improvement and ensuring positives are emphasized to encourage learning • Communicating with learners, other teaching staff, stakeholders or governors and parents and caregivers • Manage student behavior with behavior management plans, keep keep records of behavior, and monitor progress and signposting to necessary services • Keep up to date with essential policies and standards, including child protection and safeguarding

Name of Employer
Period
Position

BRIDGAN SCHOOLS, MACHAKOS
Feburary -Present (2025)
TEACHER

Main activities and responsibilities

- **Design and deliver engaging lessons, content and materials, in line with standard curriculums and teaching standards.**
- **Vary learning mediums (for example: digital, visual, learning through action) in order to account for differences in learning preferences**
- **Provide a safe, enriching, engaging environment for students to learn and feel supported**
- **Conduct baseline assessments and follow up with formal and informal assessments to gauge learners' progress**
- **Evaluate student progress and prepare reports for parents and other members of staff.**
- **Mark students' work, assessments and tests, providing grades or notes for improvement and ensuring positives are emphasized to encourage learning**
- **Communicating with learners, other teaching staff, stakeholders or governors and parents and caregivers**
- **Manage student behavior with behavior management plans, keep keep records of behavior, and monitor progress and signposting to necessary services**
- **Keep up to date with essential policies and standards, including child protection and safeguarding**

PROJECTS

French Quiz Game App (HTML/CSS/JAVASCRIPT)

Designed and developed an interactive quiz web application for beginner French learners to practice vocabulary and situational conversations.

- Built to enhance classroom engagement and self-paced learning.
- Features question-based exercises and instant feedback to reinforce retention.
- Supports teachers in assessing students' understanding in a fun and interactive way.

Boutique Business Landing Page (HTML/CSS/JAVASCRIPT)

Created a responsive and visually appealing landing page for a small boutique business to increase brand visibility and customer trust.

- Integrated a clear business policy section to improve transparency and credibility with clients.

- Optimized for mobile devices to reach a wider audience and encourage customer engagement.

Personal Portfolio Website (HTML/CSS/JAVASCRIPT)

Developed and deployed a personal portfolio website to showcase web development projects, teaching experience, and multilingual skills.

- Highlights technical skills and professional background to potential employers.
- Designed with a clean, user-friendly interface for easy navigation.

PERSONAL PROFILE

- o I offer zealous contribution to the functions I undertake.
- o I am keen, innovative, and dependable in issue assessment and resolution.
- o I intend to apply the skills I gain to my day-to-day functioning as a worker and person.
- o Proven ability to conceptualize, plan and execute ideas and tasks as well as sharing and imparting knowledge and skills to achieve common goals and objectives.
- o Excellent communication and good interpersonal skills and result oriented with hands-on approach in overseeing tasks through to completion.
- o Energetic and self-motivated, team player.
- o Can work independently with minimal supervision.
- o Detail oriented with keen supervision and administrative skills

SKILLS

- Excellent communication (written and spoken) skills.
- Classroom management skills.
- Technical skills.
- Human relations skills.
- Creativity and innovation
- Problem-solving skills
- Adaptability to pressure.
- Microsoft office suite skills.
- Web Development skills.
- Multitasking skills
- Decision-making skills.

LANGUAGES

- Swahili
- English
- French

HOBBIESAND INTERESTS

- a) Reading
- b) Sports and Fitness
- c) Community services
- d) Crafting

