

**NJOKU NMA CALLISTA**

**Plot AT 204 Apo Mechanic New Site, FCT Abuja**

**callistanma24@gmail.com**

**08068097808**

**CAREER OBJECTIVE:** Goal-driven and detail-oriented professional with exceptional problem-solving skills seeking a challenging position in a dynamic work environment that helps develop my career opportunities and aligns with organizational goals.

**PROFILE SUMMARY:** As a highly motivated and proactive individual with an outstanding academic background and professional experience in teaching and administration, I am confident that I would be an asset to any organization that values excellence, creativity, and teamwork, Exhibits good interpersonal skills, excellent numerical skills, extremely high computing skills, Presentation Skills, Client Relationships, Emphasizing Excellence, Energy Level, Negotiation, Prospecting Skills, Meeting Sales Goals, Creativity, Sales Planning, Independence, Motivation for Sales and excellent communication skills, Possesses excellent leadership qualities.

**EDUCATION:**

University of Port – Harcourt, Rivers State	<b>2012 - 2016</b>
Bachelor of Arts in Education (English)	
Teachers Registration Council of Nigeria	<b>2017</b>
Holy Family Secondary School, Abia State	<b>2000 - 2006</b>
National Examination Council (NECO)	
Osusu Community Primary School, Abia State	<b>1994 - 2000</b>
First School Leaving Certificate	

**PROFESSIONAL EXPERIENCE:**

<b>SUCCESS GROUP OF SCHOOL</b>	<b>2016 - 2018</b>
<b>PORT – HARCOURT, RIVER STATE</b>	

**POSITION HELD: CLASS TEACHER**

- Developed and implemented innovative lesson plans to engage students with effective learning strategies
- Encouraged and motivated student participation and progress
- Conducted research and designed new teaching methods
- Recorded and evaluated student performance
- Set assessments and supervised examinations
- To mentor, mediator, inspires, resourceful, continuous learner, collaborator, role model, great listener, eloquent speaker, planner/organizer in line of my profession

**ANGLICAN GIRLS SECONDARY SCHOOL**

**2018 - 2019**

**OGIDI, ANAMBRA STATE**

**POSITION HELD: CLASS TEACHER**

- Imparted knowledge and guided students with curriculum-based materials
- Designed and implemented effective classroom management and learning strategies
- Conducted research to improve subject knowledge and teaching strategies
- Encouraged independent learning to promote student motivation and engagement
- Utilized innovative technologies and resources to enhance learning outcomes

**ST. CECILIAS ACADEMY**

**2019 – 2021**

**UMUAHIA ABIA STATE**

**POSITION HELD: CLASS TEACHER**

- Planned, prepared and delivered dynamic lessons tailored to students' individual learning needs, abilities, and achievements

- Ensured effective class management and discipline
- Assessed, evaluated and reported on students' progress, development, and attainment
- Provided counseling and guidance to students on educational and social matters

## **BADIO MOTOR WORKS**

**2021 - 2023**

### **APO MECHANIC VILLAGE, FCT ABUJA**

#### **POSITION HELD: SECRETARY**

- Welcomed and received clients, customers, and visitors
- Answered and directed phone calls and messages
- Organized, recorded and maintained documents, files and data
- Coordinated with supervisors and staff to complete company projects and tasks
- Managed administrative procedures and schedules
- Supervised and trained new employees

**HOBBIES:** Reading, Writing and Cooking

#### **REFERENCES:**

**Mr. Enyinnaya Achinivu**

**Deputy. Commandant, NSDC.**

**Tel: 07067777736**

**Mr. Njoku John Maduka**

**MD/CEO Jaman Castles Nig. Ltd.**

**Tel: 07031054322**