CURRICULUM VITAE FOR MS. CHARLENE T. MATAURE

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SKYPE: Charlene Mataure

**CAREER OBJECTIVE: A young lady who is deeply passionate about developing my career as AN English teacher. Having worked in the radio broadcasting and education sectors I believe that I have been able to acquire the necessary skills required to work with adults and children, which I believe are the core stakeholders within your organisation. I am passionate about teaching English as a Second Language and I enjoyed engaging in the Total Physical Response Teaching method when I was pursuing my course.**

**WORK EXPERIENCE**

**CURRENT POSITION**

**SCHOOL AND SOCIAL MANAGER AT THE EARTH SCHOOL, THE INTERNATIONAL MONTESSORI SCHOOL OF RWANDA.**

**RESPONSIBILITIES:**

* Responding to inquiries, providing information to parents, students and the public, relaying messages and acting as a resource or contact person for the school.
* Assisting with the arrangements for special events i.e guest speakers, parent/ teacher interviews, Montessori Family Evenings and open houses.
* Providing administrative services including coordinating office procedures and records management, updating administrative policies, procedures and services.
* Developing and maintaining a trust relationship with colleagues, students and a successful partnership with parents in order to create a school community where respectful and collaborative interactions are the norm.
* Ensuring that health, safety and security guidelines are followed as required by authorities and/ or school leadership to ensure safety and health of all school members, including students, staff, contractors, parents and visitors.
* Evaluating and assessing the work of custodians and maintenance contractors to ensure clean and safe school environment.
* Purchase and receive good, checking invoices and purchase orders and ensures the accuracy and condition of orders.
* Providing information for review and approval by the Head of School on administrative related matters including verifying timesheets as required.
* Observing lessons and providing teaching assistance where needed.
* In charge of creating and posting social media posts.
* In-charge of writing monthly school Newsletters.

**RECEPTIONIST(FRONT DESK ADMINISTRATOR)**

**CHRIST GROUP OF SCHOOLS (HARARE, ZIMBABWE.)**

**MAY 2020 - JULY 2022.**

**DUTIES:**

* Proof reading and typing documents for the Director, Human Resources Manager and Finance Director (Board of Directors).
* Opening and closing the office.
* Welcoming parents to the school.
* Ensuring general cleanliness and tidiness of the school.
* Filing student and staff records hard and soft copies.
* Assisting parents and guardians with information about the school.
* Assisting students to enroll at the school.
* Setting up appointments and meetings for the Board of Directors.
* Receiving and making telephone calls (operating switchboard).
* Attending to parents, guardians and students concerns and directing them to the relevant office.
* In charge of petty-cash.

**CONTINUITY RADIO PRODUCER\PRESENTER AT ZIMPAPERS RADIO DIVISION**

**CAPITALKFM (HARARE)**

**JULY 2017- JUNE 2019**

**DUTIES**

* Researching and Producing for the Current Affairs radio program (Deep Dive).
* Identifying relevant panelists for radio interviews and discussions
* Identifying, scripting and editing radio news articles and stories
* In charge of writing, editing and reading weekend English news bulletins.

**CONTINUITY RADIO PRODUCER\PRESENTER AT DIAMONDFM (MUTARE, ZIMBABWE.)**

**JANUARY 2016-JUNE 2017**

**DUTIES:**

Researching, Producing and presenting the morning to mid-morning radio program (The Joint).

* Researching, Producing and Presenting the Saturday morning to mid-morning child-centered radio program.
* Gathering of news stories, scripting editing and reading English and Shona news bulletins.

**ENGLISH LANGUAGE AND GEOGRAPHY TEACHER AT NYAMUTUMBU SECONDARY SCHOOL (MUREHWA, ZIMBABWE.)**

**JANUARY 2014-DECEMBER 2016**

**DUTIES:**

* Preparing English Language and Geography lesson plans for form one and form two pupils.
* Delivering English Language and geography lessons to form one and two pupils.
* Assessing students’ works and liaising with the H.O.D. and the Headmaster.

**RECEPTIONIST (FRONT DESK ADMINISTRATOR) AT CHESS RESOURCE CENTRE (HARARE, ZIMBABWE)**

**AUGUST 2013-DECEMBER 2013.**

**DUTIES:**

* Typing documents for the C.E.O, Human Resources Manager and Finance Director
* Receiving and receipting cash.
* Opening and closing the office
* Attending to clients and directing them to the relevant office.
* Operating the switchboard.

**EDUCATION**

**(TERTIARY)**

* **AFRICA UNIVERSITY ( AUGUST 2010-2013)**
* BACHELOR OF ARTS HUMANITIES (HONORS), (SECOND UPPER CLASS) ENGLISH MAJOR.

**AWARDS**:

* Best Graduating Student in English
* Best Graduating Student in the Humanities Program
* Best Graduating Student in Introduction to Linguistics.
* **INTERNATIONAL TELF TRAINING INSTITUTE (ITTI, ZIMBABWE) APRIL- SEPTEMBER 2019**
* TEACHING ENGLISH TOSPEAKERS OF OTHER LNAGUAGES (TESOL CERTIFICATE).

**HIGH SCHOOL**

* **ADVANCED LEVEL (2007-2009), ZIMSEC**
* **TWO ADVANCED LEVEL PASSES**- BUSSINESS STUDIES AND ENGLISH LITERATURE
* **ORDINARY LEVEL (2003-2006) ZIMSEC**
* **FIVE “O” LEVELS** INCLUDING ENGLISH LANGUAGE AND SCIENCE.

**PERSONAL INFORMATION:**

DATE OF BIRTH: 17 August 1991.

POSTAL ADDRESS: 3 Alfred Crescent Florida, Mutare, Zimbabwe.

DRIVER’SLICENCE: Clean Class 4.

RELIGION: Christian.

MARITAL STATUS: Married.

LANGUAGES: English and Shona

HOBBIES: Watching TV, Listening to the Radio and Reading.

**SKILLS**

* Team player
* Highly organized
* Hardworking
* Honest

**REFEREES**

* MR. LEANDER KANDIERO

STATION MANAGER AT ZIMPAPERS RADIO DIVISION IN ZIMBABWE

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* MS. LINDA HORE

CO-OWNER/ TEACHER TRAINER AT ITTI ZIMBABWE

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* MR. AMON ZHARARE

PRINCIPAL AT CHRIST GROUP OF SCHOOLS, HARARE, ZIMBABWE.

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* MR. JUSTIN CHITAKATIRA

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