

Name: ANETH ASIMWE BENEDICTOR, Mobile: +255 763277440, Email: benedictoraneth0@gmail.com, Address: P.O. Box 1249 Dodoma, Tanzania

PERSONAL STATEMENT

Committed primary school teacher providing comprehensive supervision and support to students. Adept at creating an atmosphere conducive to learning while ensuring that the required curriculum is applied. Specialize in efficiently utilizing learning assets to foster a positive, productive learning environment through astute observation and engagement.

EDUCATION BACKGROUND

- ❖ Ordinary Diploma in Business Administration in Human Resource at Collage of Business Education in Dodoma from 2021-2024.
- ❖ Grade A Teachers Certificate at Ndala Teachers Collage in Tabora from 2018-2020.
- ❖ Ordinary Certificate of Secondary Education at Peace secondary School in Kagera from 2014-2017.

CAREER HISTORY

Pre and Primary School Teacher

Intern at Antonia Pre and Primary School, Dodoma (January 2025-August 2025)

- ❖ Assembled detailed daily lesson plans in accordance with curriculum guidelines.
- ❖ Planned classroom activities and arranged for class field trips when appropriate.
- ❖ Taught a variety of subjects including Kiswahili and English.
- ❖ Reviewed student assignments and provided a fair evaluation of all work.
- ❖ Responded to inquiries from parents.

Administration Officer

Volunteering at Antonia Pre and Primary School in Dodoma from (August 2024-December, 2024)

- ❖ Assisting in staff orientations and inductions
- ❖ Helping maintains employee records, HR databases, and statistics
- ❖ Gathering, analyzing, and updating personnel data

- ❖ Contributing to HR reports, dashboards, and administrative summaries
- ❖ Providing logistical and clerical support for meetings and office operations

Primary School Teacher

Volunteering at Belinda Daycare, Dar es Salaam (February 2020-November 2021)

- ❖ Ensured that students were welcomed into a positive environment conducive to learning.
- ❖ Assessed student progress and adjusted lesson plans based on student abilities.
- ❖ Participated in regular meetings with the administrator to provide input.
- ❖ Offered constructive feedback to students and parents.
- ❖ Maintained an inventory of classroom supplies.

Primary School Teacher

Fieldwork at Miguwa Primary School, Tabora (May 2018-September 2019)

- ❖ Delegated some responsibilities to classroom teaching assistants.
- ❖ Handled disciplinary issues in accordance with school guidelines.
- ❖ Established positive relationships with students and provided tutoring when necessary.
- ❖ Monitored progress on national and state testing.
- ❖ Assisted with the selection of classroom materials.

SKILLS INTERESTS AND EXTRA CURRICULUM ACTIVITIES

Professional Skills

- | | |
|------------------------|---------------------------|
| ❖ Lesson Planning | ❖ Standardized tests |
| ❖ Elementary education | ❖ Special education |
| ❖ Child development | ❖ Activity Planning |
| | ❖ Behavioral improvements |

Computer Skills

- ❖ Knowledge on the use of Microsoft office suite such as word, excel and PowerPoint.
- ❖ Ability to use different computer software such as Adobe Photoshop.

Language Skills

- ❖ Kiswahili fluent in both Speaking, Reading and Writing
- ❖ English fluent in both Speaking, Reading and Writing

REFEREES

1. GODSON ROBERT MTALLO

Lecturer& Head of Department-BA

Collage of Business Education

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2. BENSON JULIUS KAZINDUKI

Head Master

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3. BONIPHANCE BENJAMIN

Director,

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