



BEVEN JOHN RUFU

English Teacher

11394 Hatcliffe, Harare, Zimbabwe

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+263 772 948 359

Personal Information

Date of Birth: 22 January 1997

Gender: Male.

Marital Status: Single

Languages: English and Shona

Skills

- Meticulous attention to detail
- Effective team player
- Self-driven and works under minimum supervision
- Excellent communication and interpersonal skills
- Collaborative Team Player
- Proactive and Action-Oriented
- Analytical skills
- Decisive and Assertive
- Problem-solving skills
- Good listening skills
- Time management
- Pedagogy
- Cultural sensitivity
- Compassionate and patient

References

Mr. Zacharia Rufu

Headmaster

+263 77 354 4766

Mrs. Chiyedza

Dawidzo Primary and Home Care School

+263 71 620 6230

Mrs. Mbendera

Youth Development & Empowerment Office

+263 773 631 800

Mr. Mapanda

National Youth Service Officer

+263 714 492 702

Mr. Dube

Deputy Director National Youth Service

+263 774 773 701

Summary

Dedicated and passionate professional with a background as an English Teacher, Private Tutor and Assistant Youth Development and Economic Empowerment Officer. Possess a proven track record of providing personalized academic support, mentorship, and guidance to students of diverse backgrounds. Skilled in curriculum development, youth empowerment programs, and promoting educational opportunities. Proficient in differentiating instruction to meet the diverse needs of learners and committed to ongoing professional development to enhance teaching practices. Seeking an opportunity to transition into a role as an English teacher to utilize my teaching skills, subject expertise, and passion for student development in a classroom setting. I aim to create a stimulating learning environment, deliver engaging lessons, and support students in enhancing their English language proficiency and communication skills.

Areas of Expertise

- Assessment and Evaluation
- Curriculum Development
- Individualized Support
- Literature Analysis
- Writing Instruction
- Language Acquisition
- Parent and Stakeholder Communication
- Classroom Management
- Capacity building

Work experience

2024-02 -
To Date

English Teacher

Dawidzo Primary and Home Care School

Duties and responsibilities included:

- Design and implement engaging lesson plans aligned with the school curriculum and educational standards.
- Evaluate students' English language proficiency levels to identify strengths and areas for improvement.
- Develop tailored lesson plans that address students' specific learning goals and challenges.
- Provide one-on-one or small group English language instruction using engaging teaching methods and materials.
- Focus on enhancing students' grammar, vocabulary, reading comprehension, writing skills, listening comprehension, and speaking abilities.
- Assign relevant practice exercises, essays, reading assignments, and language activities to reinforce learning.
- Track students' progress, conduct regular assessments, and provide feedback to help students improve their English skills.
- Encourage and motivate students to actively engage with the English language, set goals, and strive for improvement.
- Maintain open communication with students and, if applicable, their parents to discuss progress, challenges, and achievements.
- Incorporate a variety of resources, such as textbooks, online tools, and multimedia, to enhance the learning experience.

2022-11 -
2024-01

English Private Tutor

Self employed (Online)

Duties and responsibilities included:

- Evaluated students' strengths and weaknesses in the subject area to create customized lesson plans.
- Provided one-on-one or small group instruction based on students' learning styles and academic goals.
- Broke down complex concepts into understandable parts and use various teaching methods to enhance comprehension.
- Assigned relevant practice exercises and assignments to reinforce learning and track progress.
- Tracked students' progress, identify areas for improvement, and adjust teaching strategies as needed.
- Offered constructive feedback on assignments and assessments to help students improve their performance.
- Encouraged and motivate students to stay focused, set goals, and strive for academic success.
- Regularly updated parents on students' progress, challenges, and achievements.
- Kept abreast of curriculum changes, teaching techniques, and educational resources to enhance teaching effectiveness.

2021-10 -
2022-10

Assistant Youth Development and Economic Empowerment Officer

Ministry of Youth, Sports, Arts and Culture Harare, Zimbabwe

Duties and responsibilities included:

- Formulated and implemented youth development policies, programs and projects.
- Set up mechanisms to mainstream the development issues
- Promoted research and dissemination of gender sensitive and disaggregated data and information on youth development issues.
- Equip youths with prevocational and lifelong skills for personal growth, technical and self-sustenance.
- Developed relevant curricula for National Youth Service
- Developed an entrepreneurial mind set in youths.

Education

2022

Bachelors of Science Honours Degree in Community
Development Studies
Women's University in Africa