

Praxedes Rudziva

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I have twenty-four years of professional education and teaching experience working with school-age children in the academic setting. I have also worked as part of both organizations and oversight bodies to oversee election polling, stations, school field trips, proctor national exams and volunteered to work with and advocate for children in impoverished communities. I work well in a team setting, and always seek to be a hard-working contributor in any environment. I am comfortable in the use of Microsoft Office applications and will work to learn and achieve proficiency in any new computer system as required.

Work Experience

School Teacher

Zimbabwe Ministry of Education

January 1998 to June 2022

- Taught Math, English, Shona, & Social sciences 1 st through 6th-grade students
- Lesson planned between school terms to develop syllabi and curricular
- Precepted student teachers during their student teaching rotations
- Collaborated with the school district to host student-teacher training seminars

Nationwide Placement Exam Proctor & Grader

Zimbabwe School Examination Counsel (Zimsec)

August 2005 to August 2021

- Proctored standardized national primary school exams for Seventh grade students
- Transporting all pertinent materials to predetermined drop-off points
- Acting on cheating and other violations of the rules in a non-disruptive manner.
- Graded exams after the exam writing period had ended and submissions turned in
- In Class reading supervision Kindergarten through 2 nd grade
- Inspected, corrected, and advised teachers on their reading learning plans
- Communicated district-wide literacy stats back to the school district

School Health Master and Nurses Aid

Zimbabwe Ministry of Education

January 2014 to December 2019

- Mentoring, teaching, and participating on committees or projects
- Assisted RN in caring for sick/injured school students
- Performed health education for school children
- First Aid and CPR certified educator for 3000 - 3500 students
- Mental health counselor for school student

Election Polling Officer

Zimbabwe Electoral Committee

August 2002 to February 2018

- Facilitated and monitored both local and national elections
- Counted and tallied ballots after election polling had ended
- Facilitated voter registration leading up to the Election period

Education

Diploma in Education

Marymount Teachers College
January 1995 to August 1997

Skills

- Teaching
- Classroom Management
- Curriculum Development
- Math
- Organizational skills
- Time management
- Communication skills

Languages

- Shona - Expert
- English - Fluent

Certifications and Licenses

First Aid Certification

January 2014 to December 2019

Required for the role I was working in at the time but certification is currently not active.

CPR Certification

January 2014 to December 2019

Required for the role I was working in at the time but certification is currently not active.