

GBEFA SANDRA TONBRA

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PROFILE

To excel in my career through hard work and be able to ascertain the validity, completeness and usefulness of English language and literature by carefully analyzing the patterns and behavior using my broad-based experience in English concepts, techniques and models.

Highlights

- ✓ Strong experience with various computer-based English language applications and logistics software.
- ✓ Good knowledge of budgeting and finance systems.

Employment History

- **Messianic High School, Agudama-Epie, Bayelsa, Nigeria, (April, 2017 – April, 2020)**
Job responsibilities: English and Literature Teachers

My Deliverables

- ✓ Demonstrate solid knowledge and understanding of the subject matter.
- ✓ Apply a multitude of instructional strategies and activities that are academically rigorous.

My Achievements

- ✓ Achieved 100% relationships with students that demonstrate an open concern and a sense of responsibility for students' academic and personal growth.
> Secretary at Messianic High School
- **POS Attendance in MOSSANDY Enterprise Nigeria Limited, Agudama-Epie, Yenagoa, Bayelsa State**
Job responsibilities: Customers Attendance

My Achievements

- ✓ Reviewed, analyzed and developed strategies of all sales data.

Educational Institutions Attended

- ✓ B.A. English and Literary Studies, Niger Delta University.
- ✓ WAEC, Community Secondary School, Okutukutu, Yenagoa, Bayelsa State.

Computer Skills

- ✓ Proficient in Microsoft Office Suite (MS Word, Excel, Access, QuickBooks, Corel Draw).
- ✓ Statistical data analysis software.

Research Work

- ✓ Orality in Ngugi's *Wa Thiong O's Devil on the Cross*

Interests

Reading, traveling, playing instruments, listening to music, watching football and singing.

Referees

Mr Samson Moses Monday
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