

Maryann Amos

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PROFESSIONAL SUMMARY

With over 10 years of teaching experience, I have developed expertise in administrative tasks similar to those required of a virtual assistant, including scheduling (lesson timetables), planning (curriculum development) and Time management (delivering lessons and ensuring efficiency within tight deadlines)

I apply these skills to managing projects, virtual businesses, and teams, leveraging technology for social media and collaborative document management, project organization and task automation.

TECHNICAL SKILLS

Project Management Tools

Trello, Asana, Slack

Social Media Management Software

Hootsuite, Buffer

DigitalWorkspacePlatforms

Google Workspace, Microsoft 365

Computer-Assisted Translation Tools

MemoQ, SDL Trados Studio, Smartcat, Wordfast

ResearchTools

Google Trends, IBISworld, Statista

ADMINISTRATIVE SKILLS

- Communication (Written and Verbal)
- Email and Calendar management
- Task organisation
- Document management
- Report writing

PROFESSIONAL DEVELOPMENT

- Data Analysis Training
- Youth Alive Foundation Uyo, Nigeria
- Ongoing

PROFESSIONAL EXPERIENCE

State Programme Supervisor, Project name: Gender Dynamics in Rice Value Chain, G-RVC, Uyo, Nigeria.

June – August 2023

Responsibilities:

- Initiated contacts with stakeholders in the Rice value chain in the State.
- Organised and held meetings with stakeholders to facilitate smooth contact and interactions with local farmers
- Supported the recruitment of research assistants for the project
- Worked with local farmers to obtain accurate data required for the project.
- Managed project financial and material resources from implementation to completion phase
- Served as an intermediary between the stakeholders and the project's Principal investigator by writing daily progress report summaries.

Part-time French Teacher, Platinum Regal Academy, Uyo, Nigeria.

September 2022 – August 2023

Responsibilities

- Taught French lessons to learners, imparting principles, history, and language learning skills
- Conveyed subject information in engaging ways using diverse hands-on and multimedia strategies.
- Developed lesson plans to cover all relevant topic information per curriculum requirements
- Evaluated learners' progress through regular tests and professional assessments.
- Wrote class and learners' progress reports.

Research Assistant, Project Name: Needs and Vulnerability Assessment of Orphans in Orphanages and Family Settings in Nigeria, Uyo, Nigeria.

April 2021

Responsibilities

- Communicated project aims and objectives to participants to obtain accurate data.
- Administered and supported participants with data entry using ODK collect
- Conducted interviews for care providers and teenage wards within the orphanage and family setting
- Transcribed audio recordings of interviews conducted
- Collaborated with individuals and teams to enhance efficiency in the data collection process.
- Wrote field reports of project activities

French Teacher, Nigerian Christian Institute, Uyo, Nigeria.

January 2020 – August 2020

Responsibilities

- Taught French lessons to class sizes of up to 40 learners, imparting language and vocabulary-building skills.
- Developed lesson plans to cover all relevant topic information per curriculum requirements
- Implemented multi-modal teaching strategies to accommodate limited lesson time and to cater for effective lesson delivery
- Evaluated learners' progress through regular tests and professional assessments.
- Assessed student performance, behaviour, and social development and devised improvement strategies for struggling children.
- Wrote class and learners' progress report

French Tutor, The Multi-Language Place, Ile-Ife, Nigeria.
January 2016 – December 2016

Responsibilities

- Taught Language Skills to undergraduates and professionals
- Developed teaching materials and aids to teach language for multi-purpose
- Assessed learners' progress monthly to determine areas of laxity and devise improvement strategies for efficiency.

EDUCATION

Master in French Language and Linguistics, Obafemi Awolowo University, Ile-Ife, Nigeria
June 2015 – April 2018

Research project on Multimodal Analysis of Cartoons Based on the Attack on the Charlie Hebdo Premises

Bachelor of Arts Degree in Foreign Languages, University of Uyo, Uyo, Nigeria
October 2007 – April 2012

CERTIFICATION

Global Seal of Biliteracy - Global Seal of Biliteracy Certificate – 2023

Certificate in French – University of Uyo, Uyo -2007

LANGUAGES

English (Level C2)

French (Intermediate)