NELLY SHATONTOLA

EDUCATION & BUSINESS PROFESSIONAL

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PROFESSIONAL SUMMARY

Dedicated educator and business administration candidate with strong expertise in ICT, Mathematics, and organizational management. Proven ability to foster engaging learning environments, streamline task delivery, and apply strategic decision-making in professional settings.

CORE COMPETENCIES

Administration & Strategy	Decision Making, Problem Solving, Time Management, Business Communication
Instructional & Digital	Classroom Management, ICT, Mathematics Education, Microsoft Office Suite

PROFESSIONAL EXPERIENCE

Subject Teacher — **Kanchomba Secondary School** Jan 2024 – Apr 2024

- Developed and executed comprehensive lesson plans aligned with curriculum standards to cater to diverse student learning styles.
- Facilitated interactive classroom discussions, promoting critical thinking and student engagement.
- Evaluated student academic performance through structured assessments, quizzes, and constructive feedback.

Subject Teacher — **Mayasanino Primary School** May 2023 – Aug 2023

- Maintained a disciplined, positive, and supportive classroom environment conducive to learning.
- Participated actively in Continuing Professional Development (CPD) programs to enhance pedagogical practices.
- Established clear learning objectives for instructional units and monitored individual student progress.

EDUCATION & QUALIFICATIONS

Diploma in Business Administration 2023 – 2025
Matem College of Education, Lusaka, Zambia

Diploma in ICT / Mathematics Education 2022 – 2024
Matem College of Education, Lusaka, Zambia

Certificate in Microsoft Office Mar 2024 – Jun 2024
Flavio Computer Training Institute, Mazabuka, Zambia

Senior Secondary School Certificate 2018 – 2020
Jembo Secondary School, Pemba, Zambia

INTERESTS

Reading, Cooking

REFERENCES

Available upon request