

# THEODORA KUNYUMBU

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## OBJECTIVE

Motivated and enthusiastic student seeking part-time employment opportunities to gain practical experience and contribute positively to a dynamic work environment. Possessing strong academic credentials, exceptional communication skills, and a proactive attitude towards learning and development.

## EDUCATION:

- High School Diploma 2023

Blantyre Baptist Academy, Blantyre, Malawi

## KEY SKILLS:

- Proficient in ICT with an A grade in IGCSE examinations.
- Demonstrated competence in Geography and Biology, achieving a B grade in both subjects.
- Strong verbal and written communication skills.
- Excellent interpersonal skills and ability to work effectively in team environments.
- Fast learner with a proactive approach towards tasks and challenges.
- Reliable and dedicated with a strong work ethic.

## WORK EXPERIENCE:

No prior work experience.

## ADDITIONAL SKILLS:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).

- Basic knowledge of web authoring and database.
- Exceptional time management and organizational abilities.
- Passionate about reading and self-learning.

## **REFERENCES:**

Available upon request.

## **PERSONAL INTERESTS:**

In my free time, I enjoy reading books to expand my knowledge and explore new ideas. I am particularly interested in mental growth related books. Additionally, I am actively involved in any physical activity.

Thank you for considering my application.