



Biatah Dzame

High School student

Organized, detail-oriented and self-driven person dedicated to serving the community, learning new skills and leading with passion

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Work Experience

Educational History

UGDSB Elementary Remote School | Jan 2021- present

Remote Grade Two Teacher's Assistant

- Maintained a high level of student discipline
- Created a classroom environment that was supportive, stimulative, and encouraging for all students
- Helped 19 students navigate the online platform while learning

Taylor Evans Public School | Nov 2020- Dec 2020

Grade One Teacher's Assistant

- Implement teaching strategies for a class of 21 students.
- Planned, assisted and executed grade 1 art projects to take to elderly
- Provided one on one school tutoring for students in need of special attention
- Co-designed a lesson plan for a class of twenty-one diverse students

Drop- Inn Centre | Oct 2018- Oct 2020

Volunteer

- Conduct day-to-day project coordination, planning, and implementation across multiple teams
- Assist in cooking and meal preparations
- Organizing food donations in the pantry according to the expiry date to reduce food waste
- Packing and distribution of food on the streets
- Implementing and maintaining enhanced cleaning and safety protocols

River of Life Church | Sept 2017- present

Volunteer

- Activity planning and supervision of young children
- Organising dinners and church events

Immigration Services Guelph Wellington | February 2020- March 2020

Youth Leadership Training and Volunteer

- Worked as a team to research how podcasts are made
- Learnt workplace skills through "Thrive in the Workplace" Career exploration and skill development

ISGW | July 2020- August 2020

Virtual Advanced Computer class

- Microsoft Excel skills
- Microsoft Word computer skills
- Powerpoint skills

Shelldale Family Gateway | January 2020- March 2020

Front Desk Worker Volunteer

- Making appointments and greeting guests
- Picking and placing phone calls
- Planning pick up and drop in times for the children
- Organising kids events and tax filing appointments

GUELPH COLLEGIATE AND VOCATIONAL INSTITUTE | FEBRUARY 2019- PRESENT

Guelph, Ontario

OSSD

CENTENNIAL COLLEGIATE AND VOCATIONAL INSTITUTE | SEPTEMBER 2018 - JANUARY 2019

Guelph, Ontario

OSSD

KOMBENI GIRLS SECONDARY SCHOOL | JANUARY 2017- MARCH 2018

Mombasa, Coast

KCSE

Skills Summary

Awards Received

- Training and Mentoring
- Strategic Planning
- Effective communication
- Interpersonal and customer service skills
- Excellent teamwork and time management
- Active Listening
- Able to multitask work and meet deadlines
- Proficient in MS Word, PowerPoint and Internet
- Strong problem solving and numerical skills
- Process Improvement
- Capable of working under minimum supervision
- Project Management
- Class Management
- Staff and User Training

- St. John Online First Aid and CPR certificate
- Worker Health and Safety Awareness Training (Ministry of Labour)
- Workplace Hazardous Materials Information System (WHMIS) training
- Certificate in Workplace Readiness Workshop
- ISGW podcast training badge
- Acquired swimming certificate
- Certificate of commendation from Mombasa Academy of Arts

