

# SHETEH NEWUH KINGSLEY

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## PROFILE STATEMENT

Confident and out-going, I am a motivated and hard working person with good communication and organisation skills; I am open minded and flexible, I believe there are two things needed to succeed in any venture – the Will and the Way. I possess the former and if given the latter at Avantha, the sky will be my limit. With the virtues of knowledge, creativity, assiduity and high moral standards, I believe myself to possess the best resources to be the best.

## EDUCATION

*Oct. 2010 – On-going*

### UNIVERSITY OF BIRMINGHAM

- MSc. International Political Economy and Development

*2004-2008* BA (HONS)/ Humanities, University of Port Harcourt, Nigeria (2.1)

*B'Phil, Philosophy, Pontifical Urban University Rome (Magna Cum Laude)*

*2000 –2002* *Comprehensive High School Bambui, Cameroon: GCE A' Levels*

## WORK EXPERIENCES

*Sept. 2009 –June 2010, Tutor, John Paul II Institute of Theology Buea, Cameroon*

*June 2008-June 2009 Personal Assistant to Director, Eaz-Roc Nigeria Ltd. Port Harcourt Nigeria*

- Created and updated all financial data/reports. Control and correction of both manual transactions and electronic records. Prepared journals and end of month financial reports.
- Orientation to probationer staff and students on internship. Placing candidates in suitable positions
- Providing support to the Chief executive (meeting organisation & planning)

*August 2003 – Sept. 2004 Missionary work at the Heart of Mary Novitiate Utonkon – Nigeria (And for two months each year between 2005 and 2008 at different parts of Nigeria and Cameroon)*

- Worked with the poor at all levels – teaching catechesis, providing food and other forms of assistance

*2002-2003: Teacher/Bursar, Claret Academy, World Bank Area A, New Owerri, Nigeria.*

- Teaching and running the Bursary simultaneously involved, developing schemes of work, organising events and activities, managing the budget, assisting in the provision of a safe, secure learning environment and general administrative tasks.

## OTHER EXPERIENCES

2010 and ongoing, **Ethical and Environmental Society**: Carrying out campaigns aimed at sensitisation of the public on the impacts of environmental sustainability and related issues. (volunteer)

2010 - Ongoing, Leader, **Social Science Student Portal** and Member of **IDD Green Impact**. (volunteer)

2006 – 2008: **Student Librarian**: Was charged with the responsibility of overseeing the work of the over 10 employees of the library. (volunteer)

2006 – 2007 **Associate Editor** of the *Maryland Enquirer Magazine*; successfully combined studies with the publication of two editions in one academic year. (volunteer)

## SKILLS

### **Communication**

- Delivered presentations at University, Lectures on Environmental impact and library usage to incoming students usually of groups of fifty to sixty. (**Speaking**)
- While serving as the chronicler of CIP Maryland, I wrote daily reports of all important events taking place in the institution. Written several article, three of which are published. (**Writing**)
- Served as counsellor to several communities, established rapport and resolved queries within Students, families and religious groups. (**Listening**)

### **Team Working**

- Working in teams during academic projects involves planning, role allocation, and coordination to ensure high quality work is presented within deadlines.
- Interaction with colleagues and peers has helped develop the ability to work effectively with people from different cultures and work styles.
- Can work effectively both as part of a large team and individually without supervision

### **Organisation**

- Excellent organisational skills applied in many instances where I was in charge of school ceremonies. Made me develop a critical eye to look out for loopholes in work situations and stand up to unforeseen challenges.
- Experience of organising and prioritising workload to meet tight deadlines, when faced with multiple university projects and work commitments.

## AWARDS

- 2010-2011 Government and Society Awards, University of Birmingham – Bursary

## OTHER COMPETENCES

**ICT** Good knowledge of some Microsoft Office applications and tools (Word, Excel, PowerPoint, Publisher), Internet.

**Languages** **English:** Excellent, **French:** Above Average, **Ga-ah Kedjom and Lamson:** Excellent

## INTERESTS

- A great football and basketball lover; was commentator at football matches during my secondary school and undergraduate years; was a part of the basketball team of CIP Maryland Nekede, Nigeria
- Like Music, watching TV, Travelling and meeting new people.