

EDITH IKPEAMA

PROFESSIONAL SUMMARY

A proactive and empathetic professional with a strong ability to manage multiple tasks efficiently and effectively. Skilled in working both independently and collaboratively within teams to achieve organizational goals. Demonstrates high levels of professionalism, confidentiality, and effective communication.

WORK HISTORY

HONEYFIELDS SCHOOL LAGOS

Position: Class Teacher

Classes Handled: Nursery 1 & Kindergarten

Duration: 2019 – 2022

Key Responsibilities:

- Plan and implement age-appropriate lessons that support early childhood development in literacy, numeracy, and social skills.
- Maintain a safe, nurturing, and structured learning environment conducive to young learners.
- Observe and assess student progress, providing feedback and support tailored to individual needs.
- Engage with parents through regular updates, meetings, and progress reports to foster collaborative support for each child’s learning journey.
- Incorporate play-based and interactive activities to enhance engagement and cognitive development.
- Promote positive behavior and social interaction among pupils using empathetic and constructive approaches.
- Maintain accurate records of attendance, academic performance, and behavioral observations.

EXPERTISE

- Experience working with children with autism, implementing daily routines, learning activities, and behavior management strategies.
- Strong interpersonal skills – able to collaborate with families, therapists, and teachers to meet a child’s developmental goals.
- Organized & proactive – manages schedules, lessons, and activities while maintaining confidentiality and professionalism.

RELEVANT EXPERIENCE

Specialized Educational Assistant (2023 – Present)

Private Family Employment Morocco

- Provide one-on-one daily support to young children with autism, focusing on their Educational and Social development.
- Deliver all instructions and interactions in English to ensure continuity of their language learning and school program.
- Implement structured routines, assist with therapy follow-ups, and encourage Social and communication skills.
- Collaborate closely with parents to adapt strategies and activities to children evolving needs.



Name: Edith Ikpeama

Address: Etage 3 Apartment No. 120014
Lotissement Amal Casablanca 20230,
Morocco.

Tel: +212 656 971 968

Email: egodwin51@gmail.com

SKILLS

- Diligent, intelligent and respectful
- Strong communication and interpersonal skills
- Dependable and ethically grounded
- Calmness under pressure and adaptable to change
- Team-oriented and collaborative
- Professional and goal-oriented
- Curiosity
- Dedicated to continuous learning and professional growth
- Attention to detail
- Compassionate
- Problem-solving
- Empathy
- Critical thinking
- Adaptability
- Time management
- Emotional intelligence
- Dependability
- Calmness under pressure
- Commitment to learning
- Multitasking
- Resourcefulness
- Patience

GLAMVEE Kiddies Wear Online Store, Lagos

Position: Marketing and Sales

Representative

Duration: 2017 – 2018

Key Responsibilities:

- Managed social media platforms to promote newly restocked items and engage potential customers.
- Responded promptly to direct messages, inquiries, and complaints from clients to ensure customer satisfaction.
- Maintained a positive brand image through effective communication and customer service.
- Assisted in tracking inventory updates and coordinating with the logistics team for timely deliveries.

Mozaza Hotel and Fast-Food Treat, Shoprite Sangotedo Lagos

Position: Fast Food Front Desk Agent

Duration: 2018 – 2019 Key

Responsibilities:

- Welcomed clients and provided information on available food options and promotional offers.
- Accurately took and processed customer orders to ensure satisfaction and timely service.
- Addressed customer complaints and concerns with professionalism and empathy.
- Coordinated with kitchen staff and service team to ensure smooth operations and prompt service.
- Verified customer satisfaction and encouraged feedback for service improvement.

Dean Solicitors

Position: Clerical Officer / Secretary Duration:

2016 – 2017

Key Responsibilities:

- Managed front desk operations, including greeting clients and handling inquiries.
- Submitted legal applications and documentation to relevant organizations.
- Provided client support in the absence of legal practitioners.
- Maintained and updated the monthly calendar of legal cases and appointments.
- Ensured confidentiality and accuracy in handling sensitive legal documents.

EDUCATION

- Abia State University Uturu Nigeria. BSC IN Education/Guidance and Counseling Sep 2016
- HillCrest Secondary School Lagos. West African Examination council July 2011
- HillCrest Nursery and Primary school Lagos.
- First School Leaving Certificate June 2005.

HOBBIES AND INTERESTS

- Reading Inspirational Books
- Creative thinking and Process Improvement
- Learning new languages and travelling

REFERENCES

Reference will be provided on request.