

## Ibileke Emmanuel Dotun (Mr.)

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### Personal Details

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<b>Address:</b>	Lagos Nigeria
<b>Date of Birth:</b>	19-07-2002
<b>Nationality:</b>	Nigeria
<b>Marital Status:</b>	Single
<b>Mobile:</b>	+234-7036074274
<b>E-mail:</b>	ibilekeemmanuel@gmail.com

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### Profile

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Highly motivated Library and Information Science graduate currently engaged in a one-year service with an NGO. Equipped with strong skills in human relations, technology, and research, with a growing expertise in web development. Demonstrates a passion for customer interaction and a commitment to social service. Eager to leverage a blend of technical proficiency and interpersonal skills in a dynamic internship role within the IT or social service sectors. I handle tasks with accuracy and efficiency and my core competencies include;

- ◆ Problem solving skill
  - ◆ Creative Thinking skill
  - ◆ Decision Making skill
  - ◆ Soft and hard skill
  - ◆ Interpersonal skill
  - ◆ Communication skill
  - ◆ Employability skill
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### Education/Qualifications

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<b>2022</b>	B.Sc. Library and Information Science <i>University of Ilorin, Ilorin, Kwara State.</i>
<b>2018</b>	Senior Secondary School Certificate (SSCE)

## **Work Experience**

**Fastspeed School – Lagos, Nigeria**

**Civic and History Teacher (February 2025 – Present)**

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## ***Key Responsibilities***

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- Teach Civic Education and History to junior and senior secondary school students, promoting critical thinking and understanding of societal structures.
  - Develop lesson plans, conduct classroom assessments, and integrate digital tools to enhance learning.
  - Mentor students on leadership and social responsibility through extra-curricular clubs and civic projects.
  - Foster a safe and inclusive learning environment to encourage participation and academic growth.
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## **Work Experience**

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***ICHAD Project -- Ota, Ogun. (May, 2024 – April, 2025).*** Position:

- Field Officer

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### ***Key Responsibilities***

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- ◆ Assist in organizing and facilitating community training sessions.
  - ◆ Identify and mobilize local resources for program effectiveness.
  - ◆ Liaison with program officer, community, schools and organization, conveying information.
  - ◆ Work with community members to build their capacity in addressing drug related issues and creating sustainable solution,
  - ◆ Monitor the progress of field activities, collect real time data, and provide regular reports to inform program adjustments.
  - ◆ Establish and maintain relationships with local organizations, schools, authorities and community leaders to enhance program adjustments.
  - ◆ Gather relevant data on drug issues and its alternatives in the field, providing valuable insights for program planning and evaluation.
  - ◆ Conduct on the ground activities and initiatives related to the organization's intervention programs.
  - ◆ Logistics support.
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***Mustapha Akanbi Library and Resource Center -- Ilorin, Kwara. (November, 2020 – June, 2021).***

Position: - Library Officer

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### ***Key Responsibilities***

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- ◆ Supervising library and maintaining library materials.
- ◆ Maintain records using manual or computerized systems.
- ◆ Attended to library users needs by carrying out reference duties and research.
- ◆ Directed the lending of resources to patrons.
- ◆ Prepare reports on adjustments to inventories, spoilt or damaged stock and repairs.

- ◆ Overseeing the proper arrangement of books and other library resources in their appropriate positions.
- ◆ Uploading book resource online.

### **Software Familiarity**

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- ◆ Microsoft Office, HTML, CSS, Microsoft Workspace, Google Docs, Web application and Social Media.
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### **Skills and Competencies**

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- ◆ Highly skilled in customer relations, building and fostering relationships with clients.
- ◆ Ability to work with team, building strong interpersonal relationships with team members.
- ◆ Strong ability to details and deliver superior results.
- ◆ Strong technical and technological skills, able to make use of different software and application to perform duties.
- ◆ Go-getter attitude with ability to easily grasp new ideas, concepts and methods.
- ◆ Sound communication, interpersonal and organizational skills.
- ◆ Acquired proficiency in data management, storing and dissemination to data users

### **Certifications & Training**

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- Virtual Assistant Skills in the Digital Age
- ALX Africa – Virtual Assistant Program
- Completed: April 2025
- Gained hands-on experience in virtual assistance tools, time management, digital communication, and task coordination for remote roles. Learned to manage schedules, handle data entry, and support executive functions remotely.
- Soft Skills for the Workplace
- Lagos State Youth Upskill Program (LAG-UP) – GFA Technologies
- Completed: November 2024

Topics covered: Conflict Management, Critical Thinking, Customer Value, CV Workshop, Presentation & People Management. Focused on workplace communication, teamwork, and leadership readiness.

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### *References*

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♦ Available at request