

FOPEFOLUWA IKUFISILE

PROFILE

Motivated high-school graduate with strong organizational and time-management skills seeking to join a team-oriented environment to gain valuable work experience. Friendly, outgoing, and tech-savvy.

KEY SKILLS

- Confident computer user (Microsoft Office Suite)
- Excellent communication skills
- Social media management
- Web development
- Research & Presentation
- Adaptability
- Multitasking & Time management
- Teamwork & Collaboration
- Positive attitude
- Punctual and responsible
- Initiative
- Customer service
- Quick learner
- Events management
- Physically fit and able to perform demanding labor

EXTRACURRICULAR ACTIVITIES

- ✓ Playing soccer
- ✓ Playing musical instruments (saxophone, clarinet)
- ✓ Reading
- ✓ Web developing
- ✓ Graphic Designing
- ✓ Photography

WORK EXPERIENCE

Teacher Assistant

Nitty Gritty School | Nigeria

2020 – 2023

- Utilized Microsoft Excel Spreadsheet and Microsoft Word software to create exam results reports
- Organized student records, documents, and other paperwork
- Cleaned classrooms by sweeping and mopping floors and ducting furniture

Online Library Assistant

Readers Inc | Nigeria

August – September 2022

- Entered data into Excel spreadsheets with accuracy
- Added book details to the inventory system
- Organized and categorized new reading materials in the library catalog

Community Events Volunteer

- 2019 – 2024
- Assisted in setting up chairs, tables, and other decorations prior to the start of the event
- Made and served food and beverages to guests
- Assisted with clean-up duties after the conclusion of event activities

EDUCATION

High School Diploma

Babington Macaulay Junior Seminary | Nigeria

2023

