**AKINBOLA, GRACE OLUNIKE**

***Contact Address:***

C⁄o Christway Baptist Church, P. O. Box 1810, Jos, Plateau State, Nigeria

**Brief Description**

I am ready to contribute my quota to the growth and development of the organization. I am willing to obtain a position of responsibility that utilizes my skills and experience and I am keen to work in an environment where I can enrich my knowledge.

**PERSONAL INFORMATION**

Date of Birth: 18th May, 1990

State of Origin: Oyo

Email: [akinbolagrace18@gmail.com](mailto:akinbolagrace18@gmail.com)

Phone Numbers: 08134085858, 09072279240

**EDUCATION**

Nasarawa Baptist Private School, Jos 1996 – 2002

Primary School Leaving Certificate

Baptist Academy, Jos 2002 – 2008

WASSEC (Credits including Mathematics and English Language)

UniversiteD’Abomey-Calavi, Cotonou, Benin Republic 2012/2013

[Diploma in French Studies]

University of Maiduguri 2010 – 2014

B.A. Linguistics French (*Second Class Upper*)

**WORKING EXPERIENCE**

Jesus Reigns Business Center 2008 – 2010

*Responsibilities: Typing, printing and photocopyingof documents*

Tishbeth Publishers Nov. 2013 – Jan. 2014

*Responsibility: Responsible for monitoring, recording*

*and accounting for the sales of the organization.*

Achievers Business Center 2011 – 2014

*Responsibilities: Typing, printing and photocopying of*

*students’ assignments, projects and thesis. Scanning of documents, etc*

Federal Government College, Kaduna, Kaduna State 2016

(National Youth service Corps)

*Responsibility: Class teacher*

**SKILLS**

* Computer literacy
* Communication skills (listening, verbal and written)
* Team work
* Crisis control
* Leadership

**VOLUNTEER WORK**

(i) Served as an SDGs volunteer (Sustainable Development Goals) 2016

***Responsibilities***

* Created awareness about what SDGs are in my local community
* Carried out sensitization in some schools around my local community
* Was part of the team that donated some books to prison inmates

(ii) Served as a monitor during an exercise by the World Health Organization

tagged Directly Observed Polio Vaccine 2016

***Responsibilities***

* Monitor the vaccinators to ensure they carry out their duties
* Record and gave report of the work done on the field

**REFEREES**

Available on request