



# Gladys Osaretin Omonikobe

Learning and Development|Web Development|Administrative|IT Support

Fresh graduate looking for an entry-level position that offers career and development opportunities. I have gained experience in office management and customer support. Passionate about web development and committed to creating visually appealing and functional websites that deliver exceptional user experiences. As a fresh graduate, I'm opened minded, motivated, and willing to develop new skills.

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📍 Munich, Germany

## WORK EXPERIENCE

### Data Entry Clerk

Consulate General of South Africa

11/2022 - 12/2022

Munich, Germany

#### Achievements/Tasks

- Enter text based and numerical information from source data into Excel.

### Laboratory Assistant

Eurofins Genomics

10/2020 - 03/2022

Ebersberg, Germany

#### Achievements/Tasks

- Quality analysis of samples for various testing purposes and accurate record-keeping of them.
- Diligently working on incoming covid samples, conformity inspection, scanning, clipping, and pipetting.
- Assists in training of new Laboratory Assistants.

### Business Owner/Manager

Greenery Place

02/2004 - 12/2019

Benin City, Nigeria

Developed, implemented and managed a small scale business with 6 employees providing administrative support service to the Nigeria Immigration Service

#### Achievements/Tasks

- Provided general secretarial / administration support to the Nigerian Immigration passport unit & private clients.
- Managed a broad range of responsibilities such as Data Entry, File Management, Preparing Forms, Monitoring Due Dates, Online Payment, Letter Drafting and Stationeries Supplies.

### Preschool Teacher

Benhall Comprehensive School

11/2011 - 03/2012

Benin City, Nigeria

#### Achievements/Tasks

- Provide tools and resources for children to use and explore during learning and play activities.
- Adapt teaching methods and materials to meet the interests and learning styles of children
- Communicate with kids families

## EDUCATION

### Master Research on Teaching and Learning

Technical University of Munich

10/2018 - 09/2022

Munich, Germany

### Bachelor in Secretarial Studies/Business Education

Ambrose Alli University, Ekpoma

09/2007 - 09/2012

Edo State, Nigeria

### Diploma in Secretarial Studies

Edo State Staff Training Centre

06/2002 - 07/2003

Benin City, Nigeria

## SKILLS

Educational Development

Administrative Support

Microsoft Office Proficiency

Project Management

Camtasia

Adobe Captivate

Articulate 360

Adobe Suit

SPSS

Python (Basic)

Front End Web Development

## INTERNSHIP/TRAINING

ReDi School of Digital Integration (03/2023 - Present)

- Front End Web Development

University of Benin Demonstration Secondary School (05/2022 - 06/2022)

- Internship (School Counsellor Assistant and External Examination Supervision)

ReDi School of Digital Integration (01/2022 - 06/2022)

- Introduction to Computer Science

Coursera Project Network (07/2021)

- Getting Started with Google Classroom

Benhall Comprehensive School (09/2009 - 03/2010)

- Business Studies and English Teacher

Edo State Hospital Management Board, Benin City (08/2004 - 02/2005)

- Industrial Training (IT) - Assistant Secretary

## LANGUAGES

English



German



Edo



## INTERESTS

Start-ups

Travel

Music

Empirical Educational Research