

# OLANIYAN OLUWADUNSIN DORCAS

No 4, Olu-Olayinka Street, Iyana Adeoyo, Ibadan Oyo State.  
+2349037039521

*[olaniyanoladunsindorcas@gmail.com](mailto:olaniyanoladunsindorcas@gmail.com)*

**CAREER OBJECTIVE:** I am a university graduate seeking opportunity to obtain an entry level management position within a hospitable organization that would give chance for the display of my skills and knowledge. I am a reliable team leader, build and with enhance team ability to perform well with a full sense of coordination and unity. Seeking opportunities to solve problems in an effective and creative Manner in any challenging position.

## EDUCATIONAL BACKGROUND:

Adekunle Ajasin University, Akungba-Akoko, Ondo State	2018
Bishop Oyeode Memorial College, Auch, Edo State.	2012
Margaret Lennon Daycare, Nursery and Primary School	2007

## CERTIFICATION:

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|-------------------------------------|------|
| • Bsc. Political Science            | 2018 |
| • Second School Leaving Certificate | 2012 |
| • First School Leaving Certificate  | 2007 |

## PROFESSIONAL TRAINING AND CERTIFICATION:

Resources Management Certification institute (RMCI.UK)	March 2020
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- Associate professional in customer service and relationship management.

Leadingedge Astute-Minds Limited

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| • Career Development and Workplace Etiquette | April, 2020 |
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## **WORK EXPERIENCE:**

St. Teresa's secondary school, Ibadan, Oyo State (NYSC)

August 2019 – July 2020

**Class Teacher**

### **Responsibilities:**

- Teaching students in the best comprehensible manner
- Writing lesson notes
- Preparing and marking test and exam questions

## **SKILLS:**

- Strong leadership skills
- Highly motivated and resourceful
- Perform quality work while meeting deadlines
- Able to work independently or collaboratively
- Extreme attention to detail
- Ability to organize and prioritize workload effectively
- Excellent communication and interpersonal skills
- Flexible and adaptable to change

## **PERSONAL PROFILE:**

<b>DATE OF BIRTH:</b>	November 22, 1996
<b>GENDER:</b>	Female
<b>STATE OF ORIGIN:</b>	Ondo state
<b>LOCAL GOVT:</b>	Akoko North-West
<b>NATIONALITY:</b>	Nigerian
<b>MARITAL STATUS:</b>	Single
<b>LANGUAGE SPOKEN:</b>	English, Yoruba

## **REFERENCE:**

Mr. Farayola A

Principal, Imade College Owo, Ondo State

08033725720