

# **TOMORI RITA TEMITOPEOLUWA**

**23 Omotara Street Agbowo UI Ibadan, Oyo State**

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## **CAREER OBJECTIVE**

Highly motivated, dedicated, goal driven equipped with soft skills, knowledge and abilities seeking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objective in a contemporary and economical setting.

## **ACADEMIC DETAILS**

- University of Ilorin, Kwara state  
BSc. Agric Bachelor of Agriculture, Second Class (Upper Division) 2017
- Federal college of Education (technical) Akoka Yaba, Lagos State  
Nigeria Certificate of Education (Merit) 2012
- Aunty Ayo Girls' High School, Keffi Ikoyi Lagos State  
Senior Secondary School Certificate (SSCE) 2008

## **ADDITIONAL PROFESSIONAL DEVELOPMENT**

- Universiti Tecknologi Mara  
Food Safety Management (2020)
- Certificate in Soft Skills  
Jobberman soft skill training (2020)
- Federal College of Education (Technical) Akoka Yaba Lagos  
Use of ICT for Teaching, Learning and Research STEP-B project

## **WORK EXPERIENCE**

- Solid Janon Services, 62 Demurin street Alapere Ketu, Lagos State  
Secretary, January 2020- June 2020
  - Answered calls, messages, collated reports and handled correspondence
  - Introduced services to new clients and social advertisements
  - Maintained diaries and arranged appointments
  - Organized and Managed Database
- Edwin and David limited, 45 Toyin street Ikeja, Lagos State  
Secretary
  - Carried out all secretarial duties in the company
  - Welcomed guest, organized and maintained files
  - Coordinated with vendors and services they provide

- Bishop Phillip Academy, Ibadan, Oyo state  
Agricultural science teacher, Dec 2017- Nov 2018
  - Taught agricultural science subject and prepared students for exam
  - Assessed students in test and rendered solutions in improving students ability to comprehend
  - Collected students attendance daily and weekly
  - Helped to give guidance and counsel to students
  - Developed and enforced class rules
- Gbagada Girls' Junior Secondary School, Lagos State  
Teaching practice teacher, Nov 2011-Feb 2012
  - Prepared lessons, grade papers, managed the classroom, meet with parents and work closely with staffs
  - Communicated students' progress to parents
  - Supervised students in extra-curricular activities and also conducted in-class activities

## **SKILLS**

- Good communication skill
- Team management and interpersonal skill
- Good leadership skill
- Creative and analytical thinking
- Proficient in Microsoft Office

## **AWARDS**

- Certificate of merit award (2011/2012) Overall best student in school of Vocational Education
- Certificate of merit award(2012) Best student National Association of Agricultural science students (NAAS)

## **STRENGTHS**

- Attentive to details, honest and patient
- Analytical thinking and self-motivating
- Calm under pressure and excellent time management
- Ability to work with minimum supervision

**REFERENCE:** Available on request