

TOLULOPE ADEBILE

OBJECTIVE

Performance-driving leader adept at aligning cross-departmental objectives to facilitate high-quality, on-time productions and long-term customer loyalty. Creative and innovative problem-solver exercises key strengths in workflow optimization, process re-engineering, and strategic scheduling techniques. Offers track record of delivering superior-quality results for industry-leading publication conglomerates.

SKILLS & ABILITIES	SOP proficiency Health Education Testing Process & product optimization Technical reports Baking Customer Service Documentation Data collection, organization and analysis Experimental design	Team & quality management Sampling Team Work Defect monitoring Communication Research & development Peer mentoring Presentation Testing & Grading Curriculum development Project organization
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EXPERIENCE

OFFICE ASSISTANT, INSTITUTE OF MANGEMENT AND TECHNOLOGY
Enugu, Enugu| January, 2017 – October, 2017]

- Sorted and organized materials such as physical files, tracking spreadsheets and reports.
- Kept physical files and digitized records organized for easy updating and retrieval by authorized team members.
- Completed clerical tasks such as filing, copying and distributing mail.
- Sorted and classified files according to content, purpose, user criteria and alphabetical or numerical order.
- Assisted in student's result analysis and word processing.

TEACHER, BRAIN FILL ACADEMY
Enugu, Enugu| March, 2017 – October, 2017

- Educated students on study tips and exam strategies.
- Evaluated and revised lesson plans and course content to facilitate and moderate classroom discussions and student-centered learning.
- Evaluated students on weekly basis and adjusted lessons accordingly to incorporate improvements.
- Created and deployed assessment strategies to check student progress and identify areas in need of improvement

PEER EDUCATOR, REPRODUCTIVE HEALTH & HIV/AIDS GROUP
Enugu, Enugu| November, 2016 to November, 2017

- Attended and led meetings with other peer mentors to offer support and standardize resource offerings.
- Facilitated and organized events and trainings for other mentors to learn innovative ways to coach and inspire peers.
- Collaborated on program operations with ministry of health, including offering feedback from participants and improvement recommendations.
- Worked with peers in sensitizing on reproductive health and HIV/AIDs

QUALITY ANALYST, FTN COCOA PROCESSORS PLC
Ibadan, Oyo| March, 2015 – August, 2015

- Followed food safety standards using Good Hygiene Practices (GHP), Good Manufacturing Practices (GMP), Standard of Operations (SOP), and First-In-First-Out (FIFO) principles.
- Created and deployed best practices to improve efficiency and reduce defects.
- Evaluated components and final products against quality standards and manufacturing specifications.
- Monitored performance and generated reports detailing quality of product and defect rates.
- Performed visual inspections and non-destructive tests where appropriate.
- Noted trends in product quality and functionality to determine problem areas and plan for improvements to processes.
- Reported repeated issues to supervisors and other departments, collaborating to identify issue roots and rectify problems.
- Reviewed and validated quality requirements for manufacturing planning, supplier purchase orders and engineering specifications to meet contract compliance regulations.
- Adhered to safety and clean area procedures to comply with agency and regulatory mandates.
- Inspected raw materials and finished products to verify quality and disposed items that did not meet safety requirements.
- Liaised between quality control and other departments and contractors, providing project updates and consultation.
- Performed routine maintenance and calibration on testing equipment.
- Determined root cause of deviations and non-conforming results and implemented appropriate corrective and preventive actions throughout product development process.
- Conducted investigations into questionable test results.

SALES REP. PRODUCTION AND QUALITY CONTROL & ASSURANCE ASSISTANT, MR. BIGGS

Oshogbo, Osun| July, 2013 to September, 2013

- Followed food safety standards (using GHP, GMP, SOP, FIFO).
- Tracked shift data and produced timely reports for management review.
- Supported robust quality control and assurance procedures by helping coordinate sampling, inspecting and testing procedures.
- Examined incoming materials and compared to documentation for accuracy and quality.
- Inspected final products to assess compliance with quality standards and established tolerances.
- Supported machine operators in setup and operation of production equipment resulting in efficient runs.
- Built strong rapport with clients by understanding needs and clearly explaining products.
- Stayed current on available products, store promotions and customer service policies to better shoppers.
- Kept front check out area clean and organized for efficient service.
- Educated customers on promotions to enhance sales.
- Processed payments and returns with accuracy and efficiency

EDUCATION

M.SC. FOOD TECHNOLOGY. EXPECTED IN NOVEMBER, 2020
University of Ibadan| Ibadan, Oyo-State. Nigeria

B. SC. FOOD SCIENCE AND TECHNOLOGY. NOVEMBER, 2016
Bowen University| Iwo, Osun-State. Nigeria

SECONDARY SCHOOL LEAVING CERTIFICATE. JULY, 2010
Roseful International High School| Biket Area, Oshogbo, Osun-State. Nigeria

CERTIFICATE &
ACCOMPLISHMENTS

Certificate of Completion: DoFoodSafely. Department of Health & Human Services, Victoria. (May, 2020)

- Certificate of Completion: SDG e-Conference. Foodathon. (August, 2018)
- Certificate of Completion: PEER Education Training. National Reproductive Health and HIV/AIDs Prevention and Care Project. (November, 2017)
- Certificate of Completion: What is Social? Northwestern University. Coursera. (July, 2017)
- Student Member: Nigerian Association of Food Science & Technology Students (NAFSTS). (August, 2014)
- Makinde F. M. & Adebile T.V. (2018). Influence of Processing Treatments on Quality of Vegetable Milk from Almond (Terminalia Cattapa Linn) Kernels. Acta Scientific Nutritional Health 2.6: 37-42
- Makinde F. M. & Adebile T.V. (2018). Changes in Nutritional, Functional and Pasting Properties of Raw and Germinated Seeds of White Sesame (Sesamum indicum L.) Grown in Nigeria. Acta Scientific Nutritional Health 2.11: 07-15
- Adebile. T.V (2018). Freed (Diary of a Black Girl, Book 2). Amazon’s Kindle Direct Publishing (KDP) ISBN-9781791323578
- Adebile. T. V. (2018). A Walk in the Dark (Diary of a Black Girl, Book 1). Amazon’s Kindle Direct Publishing (KDP). ISBN-978-1985233850

REFERENCES

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