

RUNSEWE ANUOLUWAPO OREOLUWA

15, OSUNGBADE STRAIGHT, OPPOSITE YEJIDE BAPTIST CHURCH, MOLETE IBADAN

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OBJECTIVES

To be an integral part of a result oriented team and a catalyst that speeds up the rate of growth and development of an establishment into an enviable position.

EDUCATIONAL QUALIFICATIONS

- Bsc (Edu) Second Class Upper Division (2015 – 2019)
Tai Solarin University of Education
- Secondary School Leaving Certificate (2012 – 2014)
Community High School, Ibafo, Ogun State
- Omega kiddies (FSLC) (2004 – 2009)

WORK EXPERIENCE

- **STORE KEEPER**
Flaky foods & frozen home June 2014 – Sept 2014
I took records of all stocks in the store, ensured that the financial records and receipts are up to date and performed all other duties specified by the employer.
- **TUTOR**
Ebenezary Nur & Pry school Sept 2014 – Feb 2015
I ensure pupils compliance to school rules and regulation, organize meetings with parents to discuss their wards development and maintain an up to date record of pupils while attending to other activities specified in my job description
- **ADMINISTRATIVE ASSISTANT**
Ojodu local council development area (IT) July 2017 – Dec 2017
Sorting and arranging files in the requested order, creation of verification list and other duties requested of me.
- **ADMINISTRATOR**
Litedares Architectural firm, Ibadan Feb 2018 – Aug 2018
Ensuring smooth running of the day to day activities in the organization, receiving and sending of mails likewise welcoming visitors into the organization while performing other task as requested by the employee.
- **INFORMATION TECHNOLOGY INSTRUCTOR**
Magboro Community School, Akeran Sept 2018 – May 2019

Overseeing and assessing pupil's class and general attitude towards learning then suggesting ways for improvement, Ensuring discipline and comportment while performing duties allocated to me

- **FULL TIME EDUCATOR**

Abbey Standard Group of Schools

Oct 2019 – May 2021

Keeping of up to date records on pupils and matters relating to them both mental, emotional and health wise, writing of up to date lesson notes backed with related instructional materials electronically or manually, been a role model inspiring and helping pupils develop their future.

- **SCHOOL SECRETARY**

Kingston College Ibadan

July 2021 – April 2022

Welcoming of guest into the school and directing them to the appropriate quarters, keeping of schedules and appointment. I arrange and sort student's files accordingly and complete tasks assigned to me

SKILLS

- Microsoft Office Skills

Diligent

- Excellent Team Player
- Ability to work to little or no supervision
- Adaptability
- Critical Thinker
- Excellent Communicator
- Ability to multitask

REFEREES

Available upon request.