

Okewole Taiwo Florence

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SUMMARY

Diligent, efficient and result-driven individual with a zeal to gain more experience. Seeking an entry-level position at a business firm to contribute my knowledge, skills and experience in fulfilling the firm's vision and mission, while also learning and developing new skills.

HIGHLIGHTS

- Proficiency in the use of Microsoft office.
- Office and Record Management skills.
- Goal-oriented and work focused.
- Excellent communication skills
- Good marketing and problem-solving skills.
- High level of confidentiality.
- Ability to multi-task.
- Detailed-oriented and able to work without supervision.
- Interpersonal and teamwork skills.

EXPERIENCE

Cashier | 5 Loaves Bakery, Ibadan | 2021

- Manage daily transactions with customers using cash registers.
- Collected payments both in cash or credit for all daily sales.
- Issued receipts, refunds, change or tickets and redeemed stamps and coupons.
- Handle cash, credit or check transactions with customers.
- Monitored cash from drawers beginning and at end of shifts
- Scan goods and ensured pricing is accurate.
- Maintained checkout operations by following policies and procedures and reporting needed changes

Class Instructor (Nysc) | St. Annes School, Ibadan | 2020 - 2021

- Developed and distributed teaching materials to supplement classroom lessons
- Conducted practice tests to track progress, identify areas of improvement and help for exam preparation.
- Assisted students with homework, projects, test preparation, research and other academic tasks.

- Worked with students to help understand key concepts, especially those learned in the classroom.
- Taught skills to improve academic performance, including study strategies, note-taking skills and approaches to answering test questions.
- Prepare and facilitate tutoring workshops, collaborative projects, or academic support sessions for small groups of students.

Administrative Officer | Teekay Enterprise, Ibadan | 2019 - 2020

- Compiled and managed sales record for the fish farm produce
- Monitored the daily operations within the fish farm.
- Prepared complete and concise fish farm operational reports.
- Created and maintained databases for employee and customer contact information.
- Negotiated fish cost to be favourable to both the ponds and buyers.
- Identified opportunity to improve the fish farm policies and objectives.

Subject Tutor | Promise Land Nursery & Primary School, Ibadan | 2014 - 2015

- Developed teaching materials to supplement subject lessons and guides.
- Conducted tests to track progress, identify areas of improvement and set goals for exam preparation.
- Assisted students with subject based homework, projects, test preparation and academic tasks.
- Worked with students to help them understand key concepts, especially those learned within the subject taught.
- Develop teaching methods to improve student performance with dictation and quizzes.

EDUCATION

B.Sc.Ed Biological Science | Tai Solarin, Univeristy of Education, Ogun | 2019

National Certificate in Education | Federal College of Education Osiele, Ogun | 2014

WASSCE Certificate | Abeokuta Girls' Grammar School | 2010

ACHIEVEMENTS

- Achieved over 85% student exam success rate, a significant improvement from my predecessor at St. Annes School.
- Created template formats for training schedule and employee attendance for the unit at Teekay Enterprises

INTERESTS

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| • Research | • Travelling |
| • Business | • Music |

REFEREES

To be provided on request.