

**OTUNUGA, FOLAKE OLUWATOSIN****Address:** Plot 8/9 Okeremi Layout, Leventis, Ibadan, Oyo State, Nigeria**Email:** otunugafolakemi@gmail.com | **Phone:** +23408168576649

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**CAREER OBJECTIVE**

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A creative, motivated and ardent university graduate seeking an entry-level communications role in a professional work environment with career advancement where I can learn and add value with my interpersonal, communication, and negotiation skills coupled with a can-do attitude.

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**EDUCATION AND TRAINING**

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<b>University of Ibadan (<i>affiliate</i>)</b>	<b>2016 – 2019</b>
<i>B.Ed., French Education</i>	
<b>St. Louis Grammar School, Mokola, Ibadan</b>	<b>2007 – 2013</b>
<i>WASSCE</i>	

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**WORK EXPERIENCE**

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<b>Fashion Designer</b>	<b>October 2021 – Present</b>
<b><i>House of Naiy Fashion, Bodija, Ibadan</i></b>	

- Observe fashion trends on social media platforms to create designs for customers.
- Negotiate contracts with large scale/bulk customers' demands.
- Management of customers' queries and complaints in a friendly and efficient manner.
- Source and purchase fabrics from suppliers – online and offline.
- Train and orientate junior colleagues about operations.
- Make personal deliveries and through third parties e.g. couriers and deliveries services.

<b>English Language Teacher (NYSC)</b>	<b>July 2021 – July 2022</b>
<b><i>Oba Akinbiyi High School, Mokola, Ibadan</i></b>	

- Create lesson plans that conform to the ministry of education's syllabus.
- Initiate and moderate classroom discussions to assess and foster better understanding.
- Conduct periodic on-premise practical sessions related to course modules.
- Assess and grade students' exams and assignments.

<b>Education Intern (French Language)</b>	<b>October 2017 - November 2018</b>
<b><i>Abadina College, University of Ibadan, Ibadan.</i></b>	

- Created lesson plans that are in conformity with the ministry of education's syllabus.
- Worked as a team with other teachers in ensuring students' ability to learn and have fun.

- As a foreign language teacher, I made use of the *play-way* method of teaching to foster better understanding of the subject.
- Examined and assessed the students based on what they were taught.

**Fashion Design Trainee**

**November 2013 – June 2014**

***Adelad Home of Fashion, Mokola, Ibadan.***

- Assisted fashion designers with their daily tasks by offering valuable inputs.
- Kept inventory of supplies and create awareness whenever there is need to restock.
- Identified customers' need through an effective communication skill and offer suggestions.
- Learnt basic fashion design activities while developing my creativity also.
- Interacted and worked closely with colleagues for common goal achievement.

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**PERSONAL PORTFOLIO**

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**Personal Attributes**

- Strong work values – Hardworking, diligent and trustworthy
- Ability to work in a dynamic environment
- Excellent interpersonal and communication skills
- Quick learner, keen to learn and improve skills
- Customer service skills
- Creativity skills
- Sales and marketing skills
- Negotiation skills
- Effective teamwork ability

**Technical Skills**

- Microsoft Office, Social Media, Internet.

**Hobbies**

- Reading, learning new skills, music, singing, networking, creative activities.