

## PROFILE SUMMARY

Analytical and detail-oriented professional with experience in coordinating, planning, and supporting daily operational and administrative functions. Demonstrated capacity to provide comprehensive support for senior-level staff, including managing and coordinating projects and processes, maintaining detailed records and multi-tasking. Outstanding interpersonal and communication skills, customer service, leadership and organizational skills as well as the ability to thrive in fast-paced environments. Capable of providing assistance and documenting IT processes to streamline work, increase throughput, and reduce manual efforts. Hands-on technical experience in Microsoft office programs.

## EDUCATION

- **Zoology (Environmental Biology Major) | Sept. 2014 – Oct. 2018 |**  
UNIVERSITY OF ILORIN – ILORIN, KWARA STATE.
- **Senior Secondary Certificate Examination (WASSCE)/ O'levels | 2013 |**  
ROCHAS FOUNDATION COLLEGE – IBADAN, OYO STATE.
- **Primary School Leaving Certificate | 2006 |**  
OLABISI NURSERY AND PRIMARY SCHOOL – IBADAN, OYO STATE.

## AREAS OF EXPERTISE

- Complex Problem Solving: Identifying complex problems and reviewing information to develop and implement solutions.
- Judgment and Decision Making: Considering the relative costs and benefits of potential actions.
- Multitasking: Juggling multiple tasks and responsibilities yet delivering on time without compromising quality.
- Excellent verbal and written communication, interpersonal and presentation skills.
- Strong team building and leadership qualities.
- Expert in building and maintaining client/public relationships.
- Ability to make synergetic use of intuition, intellect and experience in troubleshooting both computer software and hardware problems.

## SKILLS AND COMPETENCIES

- |   |                              |                                       |
|---|------------------------------|---------------------------------------|
| • Advance knowledge of Microsoft office suite | • Product and Brand Strategy | • Cross-functional Team Collaboration |
| • Corporate Communications                    | • Project Management         | • Reports Preparation and Filing      |
| • Well-versed in Adobe Graphics Suites        | • Public & Media Relations   | • Scheduling and Coordination         |
|   | • Marketing and Promotions   | • Strong Leadership Skills            |

## WORK EXPERIENCE

**Administrative Officer, NYSC | THE MIND OF CHRIST MINISTRY, JALINGO | Nov. 2018 – Oct. 2019 |**

### Key Responsibilities/Achievements:

- Worked as a Content Creator and Online PR in charge of uploading and creating contents for Facebook page.
- Designing of weekly flyer and Visual Graphics Production.
- Filing and submission of weekly finance report.
- General office keeping.
- Installed and diagnosed personal and network peripherals, including printers, scanners, and all-in-ones.

**Public Relation Officer | NIGERIAN ASSOCIATION OF LIFESCIENCES STUDENTS, UNILORIN | July 2017 – July 2018 |**

### Key Responsibilities/Achievements:

- In charge of information dissemination and general information Synchronization within the association's network.
- Prompt social media accounts updating and maintenance.
- Created the Living Link Magazine.
- Managed student database and mailing lists.

**Intern | UNIVERSITY OF ILORIN VETERINARY TEACHING HOSPITAL, ILORIN | Aug. 2017 – Oct. 2017 |**

### Key Responsibilities/Achievements:

- Assisted in Wildlife laboratory management.

**Student Representative | NIGERIAN ASSOCIATION OF LIFESCIENCES STUDENTS, UNILORIN | July 2016 – July 2017 |**

### Key Responsibilities/Achievements:

- Expedited filings, reports, spreadsheets, agendas, departmental special events and special projects as assigned.
- Developed and implemented strategies to support students welfare.
- Served as the chairman academic committee of the association.

## CERTIFICATIONS

- Certificate of Completion, Diploma in Desktop Publishing, Lifted Computer Institute, Ibadan. 2013
- Certificate of Service, Student Representative Council, Nigerian Association of Life Sciences Student, University of Ilorin. 2017
- Certificate of Service, Public Relation Officer, Nigerian Association of Life Sciences Student, University of Ilorin. 2018

