

OBJECTIVE

A capable, creative and confident person with strong interpersonal communicative skill. Computer literate and self motivated with a committed, yet flexible approach to issue. Able to work under pressure and with immense ability to meet deadline. Possesses ability to work on my own initiative and within a team. Willing to utilize background knowledge within a related sphere or challenging new areas.

SKILLS

•Good interpersonal skill •Effective communication skill •Apt listening skill
•Computer skill, use of Microsoft suit and internet usage •Ability to work with little or no supervision •High sense of commitment, diligence and integrity •Highly resourceful and willingness to learn •Customer service management

EDUCATION

2021	Universal School of Aviation Advanced Diploma in Airline Ticketing and Reservation
2014 - 2018	University of Lagos B.A (Hons.) English
2007 - 2012	Living seed college, Ekoru, Abule Egba, Lagos Senior Secondary Certificate Examination
2001 - 2007	Courage Nursery & Primary School, Apomu, Osun State First School Leaving Certificate

CERTIFICATION

Certificate of National Service, NYSC(2020)
Customer Representative Mangement (2019)

EXPERIENCE

2020 - 2021	Carlton Gate Exclusive Hotel, Agodi, ibadan Front Desk	•Welcome guests •Making room reservations •Handling telephone and answering enquiries from guests
2019 - 2020	St. Comfort & Clement Model School, Ifo, Ogun State English Tutor (NYSC)	•Take senior school students on Literature and English Language subjects. •Mark and grade exam scripts of students in preparation for the senior school certificate exams. •Help revise the English language curriculum for the senior school students to adapt the current standard.

2014 - 2018

Event Usher
Hostess

Welcome patrons attending events.

Provide patrons with programmes and other relevant material.

Cooperate with assigned waiter to serve the attending patrons.

Jan 2017 - Nov 2017

University of Lagos Radio (Unilag 103.1 FM), Lagos
Intern co-host (The girls show)

Shadowed experienced OAPs.

Discussing issues relating to the girl-child on air.

Assisting in organising seminars and talk shows on campus on the welfarism of the girl-child.

2013 - 2014

Goggle Entertainment, Ikeja, Lagos
Personal Assistant

Dealing with correspondence and phone calls.

Taking minutes, managing diaries and organising meetings and appointments with clients.

Reminding the manager of important tasks and deadlines.

Miscellaneous tasks as directed by the manager.

2012 - 2013

The Right School, Olambe, Ogun State
Assistant Teacher

Develop lesson plans and learning goals with the head teacher.

Maintain daily records of students progress.

Arrange educational activities inside and outside the classroom.

VOLUNTEERING EXPERIENCE

Nigeria Urban Health Reproductive Initiative (NURHI) Lekki, Lagos(2018)

Organising conference planning activities with other team members.

Participating in event publicity on social media platform.

Facilitating topics on reproductive health in members gathering.

INTERESTS

Traveling

Freelance writing

REFERENCE

Available on Request - ""