

# ABISOLA AANUOLUWAPO ADEPETUN

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Achieving the goals of the organization via my skills, diligence and team work with the view of creating an excellent landmark in every facet of life.

## SKILLS

- Excellent communication and presentation skills; written and verbal
- Efficient in Microsoft Office suites
- Goal getter, proactive and self-developing
- Problem solving skills
- An excellent team player and also a great team leader
- Self-motivated and organized
- Result oriented and willingness to learn

## EXPERIENCE

2016 – 2017

**WAITRESS/CASHIER**, GREEN LEGACY RESORT OLUSEGUN OBASANJO  
PRESIDENTIAL LIBRARY, OKE-MOSAN, ABEOKUTA

- Assist in setting tables, laying out appropriate glassware and utensils.
- Maintain inventory of linens, coffee and glassware of service areas.
- Administer appropriate distribution of guests and respond to all inquiries.
- Assist all guests and provide daily specials list to all.
- Prepare menus and maintain knowledge on various menu items and cooking method.
- Maintain details of all drinks available on lost and ensure alcohol service to appropriate age.
- Assist to prepare appetizers, salads and dessert portioning.
- Monitor dishes and ensure aesthetic garnishing.
- Assist customers to describe appropriate wine and provide appropriate selection.

2015 – 2016

**RADIO BROADCAST ASSISTANT**, NATIONAL YOUTH SERVICE CORPS (PPA – ABIA STATE)

- Undertaking general research for programmes
- Administrative duties
- Arranging and overseeing guest visits and freelance staff
- Maintaining up-to-date contact lists
- Producing transcripts, programme logs and running orders
- Recording programme costs
- Preparing contracts and payments for guests and contributors
- Answering and archiving details of calls for phone-ins and competitions
- Archiving past programmes

2011 – 2012

**CONTROL ROOM STAFF, NIGERIA TELEVISION AUTHORITY**

- Recording and Monitoring of programs
- Recording of lives programs
- Track and Log Operational Systems
- Maintenance of equipment

## EDUCATION

2014

**HND, OSUN STATE COLLEGE OF TECHNOLOGY, ESA-OKE**

**Electrical/Electronic Engineering**

2012

**OND, OSUN STATE COLLEGE OF TECHNOLOGY, ESA-OKE**

**Electrical/Electronic Engineering**

2007

**WASSCE, OFA/ADEDOKUN COMMUNITY HIGH SCHOOL, OFATEDO, IBADAN**

**SSCE**

## VOLUNTEERING EXPERIENCE

- **NYSC Anti-Corruption CDs Group**
- **Member of Junior Chamber International (JCI)**
- **Member of Man 'O' War of Nigeria**

## REFERENCES

AVAILABLE ON REQUEST