

ADEBOWALE JELILAT OMOWUNMI

12, Jimoh Tairu Street, Ijoko, Sango Ota, Ogun State.

08102721460, 08071922016

adebowalejelilat16@gmail.com

Gender: F Date of Birth: 18th July, 1991

• Customer Service • Administration/Office Support • Supervision • Team work • Best Practices • Planning • Empathy • Relationship Management

PROFILE

A graduate of Biology Education seeking to professionally practice in client relationship management and team leadership. Wunmi is flexible, has excellent verbal and written communication skills, detail-oriented, interpersonal organizational and time management skills. She has strong communication and presentation skills with a reputation for proactivity, efficiency and enthusiasm.

WORK EXPERIENCE

Biology Tutor (NYSC)

Edeki Grammar School, Otuo, Edo State

Feb., 2017- Dec, 2017

Key Responsibilities:

- Performed student background reviews to develop tailored lessons based on student needs.
- Earned positive verbal/ written feedback from parents regarding classroom instruction and student learning success.
- Combined discipline plan with effective measures and various lesson plans to increase concentration, participation and progress student accountability.
- Implemented student discipline measures, decreasing classroom disruptions
- Marked and scored students' tests and continuous assessments.
- Rendered career choice, academics and moral counselling to students.
- Developed and initiated biology teaching materials and course content.
- Delivered lectures to students on living organisms and things, taught and encouraged students to conduct experiments in biology.
- Developed and integrated illustrative concepts in biology teaching methods.
- Provided stimulating learning experiences to students in biology.

Office Assistant

Suntax Resources Limited, Sango-Ota, Ogun State

May 2009 – Feb.,

2011

- Performed administrative and financial functions for the Organization
- Prepared and disseminated correspondence, memos and forms
- Filed and updated contact information of employees, customers, suppliers and external partners

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- Supported and facilitated the completion of regular reports
- Developed and maintain a filing system
- Checked frequently the levels of office supplies and place appropriate orders
- Made travel arrangements
- Documented expenses and hand in reports
- Undertook occasional receptionist duties
- Managed the daily/weekly/monthly agenda and arrange new meetings and appointments

EDUCATION

- **BSc. Biology Education** (Second Class Lower Division)
Adekunle Ajasin University, Akungba-Akoko, Ondo State. 2012 – 2016
- **Senior Secondary School Certificate**
Saint Louis Girls Secondary School, Ondo, Ondo State. 2002-2008

PROFESSIONAL CERTIFICATION/TRAINING

- **Health, Safety & Environment (HSE I, HSE II & HSE III)**, The British International Safety Organization, United Kingdom (2017)
- **Fire Safety and Risk Assessment**, Department of Petroleum Resources (2017)
- **Basic First AID/CPR**, Novelle centre, Lagos, Nigeria. (2017)
- **Diploma in Data Processing**, Tjoint Computer Training Institute, Ijoko, Sango Ota, Ogun State (2011)

SKILLS AND ATTRIBUTES

- Ability to organize clerical work, administration, and control systems, perform a variety of detailed functions and meet established deadlines and excellent customer service skills.
- Computer: Microsoft Office Suite applications
- Quick learner with good grasping ability, Action-oriented and result-focused.
- Excellent oral & written communication skills.
- Ability to listen attentively, communicate persuasively and follow through diligently.
- Languages: English (Native), Yoruba (Business Fluent)
- Dynamic and enthusiastic person with good written and verbal communication skills
- Persuasion and Influencing skills, strong negotiating skills

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- Good work organization, time management skills and ability to work under pressure

REFEERES

- Referees will be provided on request.