

AGBOOLA DAMILOLA ADENIKE

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OBJECTIVE

Seeking an entry level administrative assistant position where my organizational skills and computer proficiency will be well utilized

OBJECTIVE STATEMENT

An energetic and hard-working individual with a strong desire to succeed. Relevant strengths include:

- Detail-orientated and professional in both performance and presentation.
 - Able to learn new tasks quickly and accurately
 - Proven ability to plan and complete multiple tasks within strict deadlines.
 - Amazing ability to work collaboratively with administration
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Technical Skills: Microsoft word – Microsoft Excel – Corel draw – Power Point – Internet Explorer

EDUCATION

EKITI STATE UNIVERSITY, Ado Ekiti, Ekiti State.

Bachelor of Science in Chemistry Education

2016

CERTIFICATION

Teachers Registration Council of Nigeria

Registration in progress

EXPERIENCE

STERLING INTEGRATED INTERNATIONAL COLLEGE 2020 - Present.

Chemistry Teacher

Supervising and creating laboratory activities for students.

Evaluating student performance and maintaining classroom records.

Chemistry Teacher

- Taught Chemistry from SS 1- SS3
- Prepared students for WEAC and NECO
- Created lesson plans, preparing and delivering lectures.
- Supervised and creating laboratory activities for students.
- Evaluated student performance and maintaining classroom records.
- Taught students complicate concepts using real-world examples students can.

CAC Middle School, ipetumodu, Osun State.

2017

Chemistry Teacher

- Created interesting course plans to meet academic intellectual and social needs of students
- Tutored inorganic and organic chemistry, analytical chemistry, physical chemistry and chemical separation.
- Supervised students' laboratory performance, assignments, and examination papers.

I worked as an examiner for West African Examination Council (WAEC) and National Examination Council (NECO) body and I was able to deliver an excellent job performance void of error. (2019)

Volunteer Experience

- WHO: I work as a supervisor during National Immunization Service.
- I work as a member of Medical/Health Community Development Service Of The National Youth Service Corps

PERSONAL SKILLS

- Strong verbal and personal communication skills.
- Accuracy and attention to details.
- Decision making, critical thinking, organizing and planning.
- Self-motivated, initiative.

