

SATOYE IFEOLUWA ELIZABETH
Opposite Teju Hospital, Ajeigbe junction, Ring road. Ibadan.
08103775607 | eisatoye@gmail.com

CAREER OBJECTIVE

An exceptionally energetic and creative learner, versatile with data and an enthusiastic individual with experience of working as part of a team and also alone, with less or no supervision. Ability to think, act and produce timely results. A graduate with demonstrated correspondence and administration abilities seeking to gain expertise and more experience.

EXPERIENCE

- **Nawair-un-deen High School** 2018 - 2019
Literature-In-English Educator
Tutored students across Senior Secondary classes.
Assessed examinations for the classes tutored.
- **Ess-Quizit Media and Educational Consult** 2017 - 2017
Secretary
Responsible for answering calls, taking messages and handling correspondence.
Liaising with relevant organisations and clients.
Acting as a receptionist / meeting and greeting clients.
- **Goodwill Private School** 2016 - 2017
Assistant Bursar
Reporting to the Bursar.
Responsible for the smooth day-to-day running of the Bursary.
Disbursement of termly fee invoice(s) to parents, and other ad hoc invoice(s) for related services (clubs, exams, lunches, bus, facilities hire, etc.).
- **The Independent National Electoral Commission** 2019 - 2019
Assistant Presiding Officer 1
Accredited and authenticated registered voters in the polling unit, with the use of Smart Card Reader.
Assisted the presiding officer In the administration of the polling unit.

EDUCATION

- **University of Ibadan (undergraduate)**
Linguistics And African Studies
2018
- **University of Ibadan (postgraduate in view)**
Sustainable Development Practice
2020

TECHNICAL SKILLS

- Excellent use of Microsoft Office suite
- Writing

PROJECTS

- **Member, Organizing committee of Ayo Bamgbose 2015 Inaugural Lecture** 2 days
Organised logistics.
- **Member, Linguistics Students Representative Council** 9 Months

Responsible for checking activities of the executive arm of the government

PERSONAL STRENGTHS

Good team player, Ability to work under stress, Ability to adapt in difficult situation.

PERSONAL PROFILE

- Marital Status : Single
- Nationality : Nigerian
- Known Languages : English, Pidgin, Yoruba
- Hobby : Writing, Reading, meeting new people, singing and travelling.

REFERENCE

Dr. A. Lewis - "University of Ibadan"

Lecturer and Deputy Dean of Students, University of Ibadan
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Dr. T. Ajayi - "University Of Ibadan"

Lecturer
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