

David, Eunice Oluwadamilola

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PROFESSIONAL PROFILE.

Multifaceted Administrative Secretary with an extensive background in a variety of office administration duties. Works well in high-pressure settings with minimal supervision in both leadership and team roles. Especially effective at fielding phone calls, coordinating with clients and serving as the liaison between different branch offices.

PROFESSIONAL EXPERIENCES.

Class Directress, January, 2021 – Till Date.

Little Treasures Crèche and Montessori School, Ibadan. Oyo State.

Adapted teaching methods and materials to meet students varying needs and interests over 11 months.

- Created, developed, and implemented an all-encompassing curriculum on a state level, without help from external sources over 45 weeks.
- Directed Student Comp, a reading comprehension exercise that resulted in a 70% increase in students' participation in reading exercises.
- Researched new materials and resources for a primary school program, resulting in the betterment of students' grades.

Sales Representatives, February, 2019 – December, 2020.

Panel Fashion Store, Ibadan, Oyo State. Nigeria.

Sales Representatives are responsible for communicating the benefit of a company's products in order to drive sales

- Sold over 75 products and services using solid arguments to prospective customers performing cost-benefit analyses of existing and potential customers.
- Tracked all sales activities in company CRM system and kept current by updating account information regularly monthly for 3 years.
- Communicated to 100+ customer and prospect product pain points to appropriate departments maintaining a well-developed pipeline of prospects

Project Supervisor, Accelerated Christian Education. April, 2017- November, 2018.

Evangel Group of Schools, Gombe. Gombe State.

- Assessed and graded 30+ students on the basis of their achievement level in each major subject, rather than on their age.
- Prepared quizzes, tests and examinations to gauge how well students were earning over 45 weeks.
- Promoted group problem solving and critical thinking in students leading to 10% increase in 1 year.

Operation Support Assistant, August, 2015 –July, 2016.

Ministry of Agriculture and Natural Resources Jalingo, Taraba State. (NYSC)

Performed business operations duties, record keeping, project budgeting in the department of more than 50 workers.

- Worked closely with the operations manager to oversee daily business operations over 12 months.
- Communicated with managers and 40+ staff members of ensure administrative task were completed.
- Assisted with overseeing and management of 6 out 15 project management task related

Operations Supervisor. September 2013 – August, 2014.

Federal College of Education, (FCE) Gombe. Gombe State.

- Performed audits of the farm to ensure all standard operating procedures are being followed and facilities are in good working condition.
- Ensured that all daily and weekly production targets are met, as well as completing and submitting production analysis reports in a timely manner.
- Led direct oversight of crop production operations, such as planning, tilling, planting, fertilizing, cultivating, spraying, and harvesting.

SKILLS AND COMPETENCIES.

Technical skills: Proficiency in Microsoft word, excel and PowerPoint, SPSS.

Soft skills:

- Multitasking ability and Time management.
- Active and effective listening.
- Detail-oriented and professional.
- Exceptional communication skills.
- Extremely proficient with Microsoft Office Suite.
- Basic understanding of office equipment.

LEADERSHIP EXPERIENCE AND CERTIFICATES.

- NYSC Certificate of discharge, National Youth Service Corps, 2016
- Market-Based Voluntary Health Agents, ARFH supported United Nations Population Fund (UNFPA)
- Assistant Team Lead, Evangelism Unit. Jalingo, Taraba State.
- Vice President, Iyanu Oluwa Baptist Church, Ibadan. Oyo State.

EDUCATION.

- B. Tech Agricultural Extension and Rural Development. 2009-2014.
Ladoke Akintola University of Technology Ogbomosho, Oyo state.
- West African Senior School Certificate (WASSCE)
Smith International Baptist Academy Ogbomoso, Oyo State. 2005-2008
- First school leaving certificate.
Smith International Baptist Academy Ogbomoso, Oyo State. 2002-2005.

LANGUAGES.

- English Language
- Hausa Language
- Yoruba Language.