

BALOGUN HAMEED ADEDEJI

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Career Objective

Recent educational management graduate, seeking personal and career development in a fast paced environment where skills are valued and put to use to grow the organization while meeting set organizational objectives.

Core Skills

- ✖ Good written and oral communication skills
- Strong leadership qualities
- Proficient in the use of Microsoft office tools
- Ability to manage time effectively
- Good organizational skills
- Team work ability and Adaptability
- Attention to detail and Conflict Resolution
- Creativity and Problem solving skill

Experience

Subject Teacher, Afoy Academy, Ibadan, Oyo State 2018 - Present

- Teaching Civic Education and Government by imparting knowledge through excellent communication skills.
- Conducting continuous assessment, marking of scripts and giving feedback to the students.
- Establishing a reward system to manage the behavior of students, resulting in a marked decrease in detention.
- Participating actively in extra-curricular activities to develop the student socially and morally.

Subject Teacher (NYSC,) Emir Haruna Rashid College, Birnin Kebbi

2017 – 2018

- Served as a subject teacher in charge of taking lessons in Marketing.
- Created and distributed educational content to the students.
- Implemented an individualized Education Plan for students with special needs.
- Monitored the performance through examination and assessment tests.
- Achieved a 66.7% improvement in marketing scores during the term exams for the year.

Administrative Officer, Akinyele Local Government (SUBEB), Oyo State

2015 – 2016

- Developed and updated administrative system to make them more efficient
- Carried out administrative duties such as filing, typing, copying, scanning, binding e.t. c
- Contributed to team effort by accomplishing related results as needed.
- Handled all correspondence efficiently and forwarded information for each department promptly.

Education

University of Ibadan, Oyo State – B.Ed. Educational Management

2013-2016

Federal College of Education (special), Oyo State – Business Education

2009-2012

CERTIFICATION

- ✖ • Certificate of National Service 2018
- Certificate of Teacher Registration Council of Nigeria 2018
- Nigeria Certificate in Education; *Business Education* 2012

Leadership Experience

Corps Members Liaison Officer, Emir Haruna Rashid College, Birnin Kebbi **2017**

- Disseminated information from the NYSC secretariat to all corps members.
- Collated monthly information and clearance letters and submitted monthly reports on corps member activities.

President, Sport Community Development Service Birnin Kebbi **2017**

- Stimulated the interest and consciousness of people in the community through participation in sport activities.
- Organized and participated in sport competition

General Secretary, Educational Management Students Electoral Committee, FCE, Oyo State **2016**

- Ensured meetings are effectively organized.
- Maintained effective records and administration towards the successful implementation of the election.

Chairman, Rehabilitation Education Students Independent Electoral Committee, FCE, Oyo State **2012**

- Organized and monitored the activities of other executives prior to and during the election.
- Ensured successful implementation of the election through delegation of tasks to the executives.

Referees

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