

FOOLORUNSHO, ADEOLA FELICIA

Objectives

Teacher, interpreter and translator with expertise in Yoruba language communications and facilitating communication between English and Yoruba-language speakers. Highly skilled in translating complex technical, legal, and scientific documents. Strong ability to use active listening and interpersonal communication skills to provide accurate and concurrent educational services.

Personal Details

Address: 40, Mato Akingbade Area, off Old Ife Road, Ibadan, Oyo state.

Email: adesquare1793@gmail.com

Gender: Female

Date of birth: 1st. July, 1993.

Phone No: 08096511958, 08055862231.

Educational Details

B.A Linguistics and Yoruba - - - - 2012. - 2016
(2nd class upper)

University of Lagos, Lagos, Nigeria.

WAEC - - - - - 2007. - 2010
Christ Victory College

Professional Certificates

☒ **Human Resource Management (HRM)** - - - 2018
(Upper credit)

University of Ibadan, Ibadan, Oyo State.

Work Experience

☒ **Clerical Assistant (Admin Office)** - - - Feb, 2014- June, 2014
Unilag Medical Centre, Lagos State

Duties and Responsibilities

- To provide administrative and clerical support to ensure the efficient operation of the department or office.
- Receiving, sorting and distributing incoming mail

NYSC: **Subject Instructor** (*Yoruba Language*) – April, 2017- May, 2018.

Olu-Omo International School, Osogbo.

Duties and Responsibilities

- Providing guidance and advice to students on educational and social, and language matters; providing information on sources of more expert advice.
 - Maintaining good order and discipline amongst students.
 - Registering and monitoring the attendance of students under one's care
 - Sharing in any possible and reasonable way in the effective management, organization, order and discipline of the school.
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Class teacher February, 2019-- July, 2019.

Olusola Nursery and Primary School, Oshodi, Lagos.

Duties and responsibilities:

- Preparing teaching guides in accordance with the syllabus.
- Teaching elementary topics to pupils in primary classes.
- organizing extra curricular activities among pupils.
- Safeguarding the interest of the management, parents and pupils.
- Maintaining good order and discipline among pupils.

Personal Qualities

Exceptional teaching skills.

Ability to work effectively under minimal stress.

Exceptional communication Skills (Both written and Verbal)

Effective team player.

High sense of responsibility .

Hobbies

Reading

Singing

Referees

Available on request