

OLOKEOGUN, KEMI SOGO

Ladigbolu Area, Oyo, Oyo State.

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Career Objective

A driven, self-motivated graduate of philosophy with a keen eye for service delivery coupled with endless possibilities that lie within and its ability to create value. I am a vibrant young man who is an enthusiastic team player, demonstrating high level of passion and accuracy during research. I adapt fast to changing environments and I am always ready and willing to learn new skills for achieving excellent results.

Core Competencies

- Time Management.
- Team Player.
- Project/Team Management.
- Interpersonal Skills.
- Team Building/Peacebuilding.
- Analytical Thinking.

Work Experience

Administrative Officer/HMO Desk Officer

Shekinah Medical Centre, Owode Oyo.

Dec 2021 – Till Date

- Serve as a liaison among healthcare facility board, healthcare management organizations, and NHIS enrollees.
- Oversee the development and implementation of programs and policies for patient services, quality assurance, public relations, and department activities.
- Assist with recruitment, screening, and enrolment of personnel.

Head Teacher

Olayinka Model Schools, Ladigbolu Area, Oyo.

Mar 2021 – Sept 2021

- Evaluated and documented students' progress.
- Allocated and graded homework, assignments and tests.
- Observed individual student performance and reported observation to parents and school administrators.
- Prepared and organized class activities to supplement teaching materials.
- Organized and participated in extracurricular activities such as outings, social activities and sporting events.

Ad-hoc Staff (APO II)

Independent Electoral Commission (INEC).

2018

- Assisted with the collection of materials from SPO.
- Helped in confirming details of the PVC on the registers of voters.
- Assisted in applying indelible ink.
- Helped in completing Form EC 40H.

English Language Subject Teacher (NYSC)

L.A. Secondary Grammar School, Ipetumodu, Osun State. **Jan 2015 – Nov 2015**

- Served as a subject teacher in charge of student lessons in English language.
- Created student syllabus, outlines and lesson notes on the subject.
- Administered tests and marked assessments and examination scripts.
- Gained a 61.3% improvement in English Language scores during term exams for the year.
- Participated actively in core-curricular activities to aid social developments in students.

Education

- **M.A. Peace and Conflict Studies** **2019**
University of Ibadan, Ibadan, Oyo State.
- **B.A. Philosophy** **2014**
Obafemi Awolowo University, Ile-Ife, Osun State.

Professional Certification

West Africa Peace Ambassadors Network (WAPAN) **2018**
Participant

- Certificate in Conflict Resolution and Peacebuilding

Society for Peace Studies and Practice **2018**
Participant

- Certificate in Conflict Analysis, Project Design and Management

Technical and Software Skills

- Basic Proficiency: Microsoft Office: PowerPoint, Word and Excel.

Reference

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