

Mcpherson House, Akinyemi Way,

Off Ring Road Ibadan.

showunmicecilia@rocketmail.com

08060149595

AKOMOLAFE CECILIA OLUWABUKOLA

CAREER OBJECTIVES

An active player, who seeks a challenging opportunity in a dynamic organization with a view to contribute to the attainment of its goals. Meticulous, reliable, proactive, and a change initiator with readiness to face challenges and perform in diverse areas as may be required and necessary.

PERSONAL ATTRIBUTES

- Ability to maintain confidentiality for sensitive Human Resources issues and use judgement to execute duties and responsibilities.
- Ability to work with others and to develop and maintain compatibility among staff. Integrity and friendly approachability.

KNOWLEDGE AND SKILLS

KNOWLEDGE

I have proficient knowledge in the following areas:

- Use of English
- Public Relations

SKILLS

I possess the following skills;

- Leadership skills
- Supervisory skills
- Problem solving and counselling skills
- Effective verbal and communication skills
- Effective written communication skills
- Time management skills

EDUCATIONAL QUALIFICATIONS

- B.A(English and International Relations 2008-2013) Osun State University, Osogbo.
- Senior School Certificate Examinations (2003_2006) Olatunde Memorial High School, Ilesha. Osun State.
- Junior School Certificate Examinations (2001-2003)International School University of Ibadan, Ibadan.

TECHNICAL SKILLS

- **Microsoft Office, Microsoft Word**
- **Video editing and production**
- **Photography**

EMPLOYMENT HISTORY

2014-2015

- **Ajayi Crowther University, Oyo.
Atiba Local Government, Oyo State
Position: Assistant Public Relations Officer .
Duties:**
- **Gave additional information about the organization to the public public**
- **Received and despatched incoming and outgoing mails and memos**
- **Kept records of all oncoming and outgoing memos and mails**
- **Typed and edited the school's magazine before production**

2014-2015

- **Independent National Electoral Commission
March 2015 election
Atiba Local Government
Position : Presiding Officer.
Duties:**
- **Responsible for the efficient operation of the polling unit I was assigned**
- **Ensured that polling agents and observers are permitted to monitor without interference.**

2015_2016

- **Mary Queen of Angels Catholic Girls Secondary School, Shagari Village, Akure.
Ondo state.
Position: Assistant Registrar.
Duties:**
- **kept students' records**
- **Monitored internal and external examinations**

2016

- **Saint Raphael College, Ako, Ikire. Osun State.
Position: English Language and Literature -in -English Teacher.**

2016- 2018

- **Sacred Heart College, Akinyemi Way, Off Ring Road, Ibadan. Oyo state.
Position: English Language and Literature in English teacher**

PUBLICATION

- **An Investigation into the Attitudinal Intonation of Radio Newscasters.**

PROFESSIONAL QUALIFICATION

- **National Institute of Management Member 2015**

REFREES

- **Bishop Adelakun**
Bishop Emeritus of Oyo Catholic Diocese.
Oyo state.
08033847199
- **Dr. Uzoma Chukwu.**
Department of Languages and Linguistics.
Osun State University, Osogbo.
08058560318.
- **Mr. Wale Ademowo**
Principal Assistant Registrar (Information)
Ajayi Crowther University, Oyo.
08039688858.