

JEGEDE DEBORAH OPEYEMI

B.SC

Customer Representative | PROJECT MANAGEMENT | SALES | IT | ADMINISTRATIVE | PHYSIOLOGY

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ABOUT ME

Certified physiologist and a Project Management Specialist with years of experience in IT skills, customer care Sales, Management, & a good Communicator, educator in wellness and a healthy lifestyle.

SKILLS

- Good Communication
- Ability to take up challenge and achieve a goal.
- Excellent leadership skills
- Problem solving skills
- Ability to work with little or no supervision
- Good team player
- IT skills
- Administrative skills
- Social planning skills

CERTIFICATIONS

- B.Sc. physiology
- Project management in global health

CAREER EXPERIENCE

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| • Oyo state college of nursing and midwifery | 2021 |
| • Environmental and Beautician | 2020 |
| • Golden treasure private school | 2014 |
| • Olawale ventures | 2013 |

Achievement at Oyo state college of nursing and midwifery

- Assisted head of department of nursing on academic and administrative matters
- Provided technical support in the conduction of the computer based entrance examination for fresh students
- Assisted the final year student in their project write-up
- Implement and designed exercise routines
- Responsible for individual personal training
- Responsible for teaching daily group exercises class

Achievement at environmental and beautician

- Organizing seminars on health care safety in the community
- Sensitizing the community on various outbreak and teaching them ways to prevent and stay healthy
- Organizing health talks and outreaches
- Teaching the community on how to stay healthy and balance with work

Achievement at golden treasure private school

- Assisted the head teacher in the affairs of the school
- Participated and ensure proper documentation of minutes and agenda during PTA meetings
- Assisted teachers in inspection, marking of notes and giving of assignments

Achievement at Olawale ventures (customer care representative)

- Interact with customers and telling them of our new products
- Resolve customer queries and complaints
- Handling of calls & emails
- Relating customer's complaints to my supervisor
- Processing orders, and applications
- Ensuring maximum customer satisfaction

BIODATA

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|--------------------|-----------------------------|
| • Date of Birth: | 18 th April 1999 |
| • Sex: | female |
| • Marital Status: | Single |
| • State of Origin: | Osun state |
| • Language; | English, yoruba |

REFERENCE

- Available on request