

# OLADUNNI OLAWUMI DORCASS

PLOT 4,BLOCK 5,UI QUARTERS,OJOO,IBADAN,OYO STATE,NIGERIA.

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## OBJECTIVE

To work adequately and efficiently in a challenging environment with the aim of achieving the goals and objectives of the organization.

## EDUCATIONAL QUALIFICATION

University of Ibadan, Ibadan, Oyo State. 2014-2018

Bachelor of Arts (B.A. Yoruba) in Linguistics and African Languages  
(Second Class Lower Division)

Immanuel College High School, Ibadan, Oyo State. 2005-2011

(School leaving certificate)

Immanuel College Primary School 1999-2005

(Primary School leaving certificate)

## WORK EXPERIENCE

Secretary at FATSSA furniture and upholstery work.,Agbowo, IBADAN. 2014

- Helped in the day to day running of the company and keeping the reception neat.
- Helped in attending to clients and to ensure adequate deliveries of services.
- Helped in the documentation of files
- Served as company financial manager.

A' makers college, ELEYELE. IBADAN. 2017-2018

- Served as a class and subject teacher.
- Served as level coordinator to ensure the excellent performance of students under my watch.

- Served as coordinator of extra-curricular activities.

THE FULFILMENT COLLEGE, IKORODU.

2018-2019

- Served as a subject teacher and class teacher
- Served as Parents and teachers association secretary.
- Served as J.S.S 3 students guardian.

### **VOLUNTEER EXPERIENCE**

- Treasurer, TAC Students Fellowship, University of Ibadan, Nigeria. 2014-2015
- Visitation and Follow-up, TAC Students Fellowship, University of Ibadan, Nigeria. 2016-2018
- Member, Department of Linguistics Press Club. 2014-2016
- Vice-president, Yoruba student's association, University of Ibadan, Nigeria. 2016-2017
- Treasurer, Servicom group, National Youth Service Corps. 2018-2019

### **SKILLS/ABILITIES**

- Good verbal prowess and excellent communication skill.
- Possession of team working spirit and ability to develop useful expertise and produce significant contributions.
- Ability to work in complex environment and can bear work load
- Shows enthusiasm for own and team work
- Willingness to learn and adhere to best practice
- Good interpersonal, communication and negotiation skills
- Willingness to travel at short notice
- Ability to work under pressure independently and with limited supervision

- Highest standards of ethics and integrity
- Communication with impact and respect

## **REFEREES**

Available on request.