

Osho Opeyemi Grace

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PROFESSIONAL STATEMENT

A smart personality with a passion to achieving a level of excellence through diligence, professional development and sound interpersonal skills.

Academic Qualifications

[2012 - 2016]

University of Ibadan, Ibadan (U.I)

B.ED ADULT EDUCATION/POLITICAL SCIENCE

[2005 - 2011]

Lydia Group of Schools, Benincity,

Edostate

SSCE

Work Experience

School Secretary/ Bursar at Parents Pride Int'l

J an 2019- Present

Teacher at Parents Pride Int'l Montessori and

High School Benin City, Edo State

September 2018 - J anuary 2019

National Youth Service Corps (NYSC) [May 2017 – April 2018]

Abia State Ministry of Education.

- Worked at the Agency for Adult and Non formal Education to facilitate the training of adult learners' facilitators preparing them to be able to be teach adult learners. I also prepare Memos, Reports for the Agency.

Skills

Teaching

Administrative

- Good interpersonal & communication skills
- Ability to surf the internet as a good research tool and
- Communication Interface.
- Ability to prepare and maintain accurate record
- Writing reports, business correspondence, and procedure manuals
- Proficient with MS Word & Excel

Personal

- Exercising sound judgment and common sense
- Demonstrated flexibility and ability to work with ambiguity
- Excellent communication skills
- Great work ethic
- High integrity
- Problem solving
- Good negotiation skills
- Ability to do the job effectively and meet deadlines

Referee Available on Request