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AKINTAYO, OLARONKE MOTUNRAYO

PROFESSIONAL STATEMENT	<p>To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately. Olaronke is multi-faceted, efficient, and reliable leader with over 2+ years of experience garnered from different leadership roles. Currently seeking for employment with a reputable, ambitious and goal driven organization</p>
SKILLS & ABILITIES	<ul style="list-style-type: none"> Relationship building Leadership skills Microsoft & Excel Analytical and creative Communication- Oral and Written * Highly organized * Education * Problem solving * Planning skills
EXPERIENCE	<p>JOB TITLE: EXAM MONITORING COMMITTEE AKWA IBOM STATE POLYTECHNIC, IKOT EKPENE AKWA IBOM October.2018 – September.2019 NYSC- PRIMARY ASSIGNMENT Secretary to the Chairman DUTIES:</p> <ul style="list-style-type: none"> Maintain suitable and sufficient office stationary levels. Establish stationary requirements for the Office. Ensured that all information and documentation is compliant with guidelines of the data protection Act. Co-ordinate and communicate activities for the Office and assist with monitoring of examination and records. Maintenance of student files and record. Assisted in the custodian of past examination answer booklets, questions and marking schemes. Joined in the supervision, conduct, monitoring and provision of other logistic support for all university examination. Performed other duties and responsibilities which may be assigned from time to time by the supervisor. Providing administrative support. Participating in appropriate meetings with staff.

		VOLUNTEER EXPERIENCE INDEPENDENT NATIONAL ELECTORAL COMMISSION February.2019 – March.2019 Assistant Presiding Officer Participated in the 2019 general election in Ikot Ekpene, Akwa Ibom State <ul style="list-style-type: none"> • Work under the supervision of the PO • Assisted with return of election materials to the SPO • Assisted with the collation of results and other activities as stipulated in INEC rules and regulations.
EDUCATION		UNIVERSITY OF ILORIN- ILORIN, KWARA STATE B.Sc, Business Administration, (Second Class Honorary) (2018) Christ the King College, Winners way, Basorun, Ibadan, Oyo State West Africa Examination Certificate (2014)
CERTIFICATE		<ul style="list-style-type: none"> • National Youth Service Discharge Certificate (2019)
LEADERSHIP		<ul style="list-style-type: none"> • Environmental Protection and Sanitation Group (EPSG) CDS group. 2019 • APO 2 During presidential and governorship election in Ikot Ekpene, Akwa Ibom State. 2019 • HEAD GIRL at Christ the King College 2013/2014
PROFILE		
Date of Birth		20/02/1997
Language		English and Yoruba (fluent)
Hobbies		Reading articles, Learning new skills