CAREER SUMMARY

A versatile and results-driven professional with a strong foundation in computer science and diverse expertise across education, data analysis, graphic design, software development, and content creation. Proven experience as an educator, teaching computer studies, data processing, and basic science to students at both secondary and primary school levels. I also aim to inspire young ones by tutoring and installing advanced knowledge in coding and use of technological tools. Skilled in data processing, data entry, and data analysis, with advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).

EDUCATION Bachelor of Science (B.Sc./Ed.), Computer Science, Tai Solarin University of Education | Ijebu-Ode, Nigeria University   2012 – 2016

WORK EXPERIENCE

Computer Studies and Data Processing Instructor   2018 – 2020
Deeper Life High School, Port Harcourt, Rivers State.

- o Taught **Computer Studies** and **Data Processing** to students, promoting ICT skills.
- o Member of the **ICT group**, organizes staff training on ICT tools for teaching and assists with troubleshooting.
- o Supports administrative tasks like **result processing** and **broadsheet generation** to enhance efficiency.
- o Proficient in ICT tools, data processing, and technical support.

Computer Instructor   2018
Progress Intellectual School, Okeigbo, Ondo State

- o Delivered engaging and comprehensive computer science lessons to students, fostering IT proficiency.
- o Prepared lesson plans and assessments to meet educational standards.

     o Taught essential digital skills, including graphic design using Photoshop and productivity tools like Microsoft Word, Excel, and PowerPoint.

Assistant Secretary to the State Overseer   **2016 – 2017**
National Youth Service Corps (NYSC) – Deeper Life Bible Church Headquarters, Makurdi, Benue State

     o Typed and edited sermon messages and other church documents.
     o Managed email correspondence and disseminated information.
     o Operated photocopy machines for document reproduction.
     o Provided general administrative support to the State Overseer.
     o Oversaw general office administration and ensured the smooth running of office operations.

Basic Science and Computer Science Teacher   **2016**
Love of God Secondary School, Idanre, Ondo State.

     o Taught Basic Science and Computer Science to students from JSS1 to SSS3.
     o Served as a form teacher for JSS1, providing mentorship and academic guidance.

Computer Science Instructor   **2015**
Epic International School, Ondo State

     o Delivered tailored computer science lessons to students, enhancing their digital skills.
     o Provided guidance and counseling services to students, supporting their academic and personal development.

Industrial Trainee   **2014**
Nigerian Television Authority (NTA), Ijebu-Ode, Ogun State.

     o Assisted with the transmission of programs, including Network News and Live News.
     o Participated in Outside Broadcasting (OB) operations.
     o Supported maintenance tasks to ensure seamless broadcasting operations.

Form Teacher (Primary 4 & 5)   2011
With God Nursery and Primary School, Ondo Town, Ondo State.

- o Taught core subjects to Primary 4 and 5 students, fostering a positive and engaging learning environment.
- o Monitored student progress and provided individualized support to enhance academic achievement.

Manager and Computer Instructor   2010
Best Way Computer Center, Idanre, Ondo State.

- o Trained students and professionals in essential computer skills, including Microsoft Word, Excel, PowerPoint, CorelDRAW, Adobe PageMaker, and internet usage.
- o Provided foundational and advanced instruction in computer knowledge and appreciation, ensuring learners were proficient in practical applications.
- o Conducted examination registrations for WAEC and NECO, ensuring accurate and timely submissions.
- o Designed professional materials using CorelDRAW and managed document processing tasks such as typing and photocopying.
- o Oversaw the maintenance and troubleshooting of computer hardware to ensure operational efficiency.
- o Managed daily office operations, including scheduling, resource allocation, and customer service.
- o Handled administrative tasks to ensure efficient center operations.

Form Teacher (Primary 4 & 5)   2009
Sola Olufunmilayo Nursery and Primary School, Idanre, ondo State

- o Delivered engaging lessons to Primary 4 and 5 students in various subjects.
- o Fostered a nurturing environment to support students' academic and social development.

Leadership Positions

Secretariat Coordinator – Corpers' Fellowship, Benue State   2016 – 2017

- o Coordinated administrative tasks for the fellowship, ensuring smooth communication and efficient operation of activities.
- o Managed meeting schedules, event planning, and logistics for fellowship programs.

o Organized and disseminated important information to members, fostering a collaborative and supportive environment.

Secretariat Coordinator – Student Fellowship, Ogun State   2014 – 2015

- Provided leadership and organizational support for fellowship activities, enhancing participation and engagement.
- Handled communication, documentation, and coordination of events and meetings.
- Supported the planning and execution of fellowship events, ensuring alignment with the group's objectives.

Manager – Best Way Computer Center, Ondo State   2010

- Managed daily operations of the computer center, overseeing staff, customer service, and resource allocation.
- Delivered computer training sessions on various software applications, ensuring effective learning experiences for clients.
- Maintained computer systems, handled hardware troubleshooting, and ensured the center's equipment was in optimal condition.
- Managed office administration, including record-keeping, scheduling, and overseeing financial transactions.

CERTIFICATIONS
- Software Development   2024
- Udemy Certified Data Entry   2024
- Cisco Certified English for IT 1 & 2   2024
- Computer Science, Tai Solarin University of Education   2016
- IT, Desktop Publishing and Data Processing   2010

SKILLS AND LANGUAGES
Soft skills - Leadership, Communication Skills, Listening skills, Time Management, Interpersonal Skills,
Microsoft Office Package - Excel, Word, PowerPoint, Google sheets, Google Docs.
Teaching Tools – Laptop, Zoom,Telegram, Google Classroom, Google Meet, headset, Mimio, Projector.
Analysis Tools – SPSS, MS Excel, Power BI
Languages – Use of English, Yoruba (native)

Data Analysis

Software Developer