

OLAIYA JAMIU OPEYEMI



Contact

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Languages

- English
- Yoruba
- Hausa (Beginner)

Hobbies

- Travel
- Sports
- Music
- Cooking
- Photography & Design

Digital Literacy

- MS Word
- MS Power point
- MS Excel
- MS Access
- HTML5 & CSS
- JavaScript

Extra Curriculum

Activities

C.L.O. (NYSC)	2020
Fin. Sec. (NALISS)	2017
Sport Dir. (NALISS)	2016

Summary

Creative, hardworking and goal oriented graduate, skilled in professional cataloguing and classification of information materials, website development and archival of information resources. A resound graduate of library and information science, with knowledge of HTML and CSS and basic Knowledge of Javascript, yearning to build a strong, viable and dynamic career and attain professional distinction and proficiency in IT.

Highlights

- Web designing using HTML and CSS to code
- Basic use of Javascript in completion of web functionality
- Record, descriptive cataloguer, classifier and organizer of information
- Strong problem solver, good at multitasking, meeting deadlines and prioritizing expediently
- Good team player with excellent interpersonal relationship not excluding personal relationship
- Highly organised, proactive, hardworking, focused, and pays attention to detail
- Adaptive learner and reseacher, efficient at giving feedbacks
- Quick adaption to new processes and climates

Experience

Teacher (NYSC) – Oct. 2019 – Jul. 2020.

Government Day Secondary School, Yardaje, Katsina.

Duties:

- Organized tests and assessment methods for checking students' improvements and keeping records.
- Being specifically attentive to the student while in various competition, grading them accordingly.
- Maintained positive student – teacher relationship on daily basis as a teacher and also a form master.
- Improved the students reading and spelling abilities.
- Organized learning resources and the environment to facilitate a positive learning experience.

Library assistant (SIWES) – May 2018 – Nov. 2018.

Kwara State University Library, Malete, Kwara state.

Duties:

- Shelved of library materials daily for patrons' easy accessibility.
- Maintained the electronic library and using the KOHA library software.
- Shelved library materials for course accreditation.
- Uploaded library books and journals into the library software online as a special project for the library.
- Training of new interns on using the KOHA library software as an administrator.

Cyber Café attendant – Oct. 2013 – Jan. 2014.

Thugoth Cyber café, Aguda, Surulere, Lagos State.

Duties:

- Shared LAN and WAN connections of computers.
- Network configuration of cafe system.
- Assisted customers in various issues for their proper satisfaction.
- Timed users online with the café lock application, and helped into creating online profiles.
- Cleaned and maintained service and counter areas.

Education and Certification

Kwara State University	2019
BSc Computer, Library and Information Science.	

Tonia International College	2013
Secondary school leaving certificate.	