

SIMILOLUWA ILORI

University of Ibadan Area, Ibadan, Oyo State.

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PROFESSIONAL SUMMARY

A diligent and efficient graduate of the University of Ibadan, who is committed and dedicated to contributing to the growth of an organization. Hardworking and always willing to learn more. An individual who is always ready to learn new skills including tech and human resources management, also possesses certifications in these fields. Great people person with efficient interpersonal relationship skills.

SKILLS

- Software tools: Adobe Illustrator & Photoshop, Figma & MS Office (Excel, PowerPoint & Word).
- Excellent oral and written communication skill.
- Vast knowledge of social media & mobile technology.
- Problem solving and analytical thinking skill.
- Efficient and effective task execution skill.
- Good communication and interpersonal relationship skills

WORK EXPERIENCE

April - June, 2019

Intern, Department of Virology, HIV Laboratory, College of Medicine, University of Ibadan, Oyo State

- Daily decontamination of workbench, biosafety cabinets and equipment.
- Collection and sorting of blood samples for lab analysis.
- Carried out assays.
- Interpretation and documentation of test results.

February – March, 2018

Intern, Ministry of Agriculture, Natural Resources and Rural Development, Fisheries Department, Ibadan, Oyo State

- Reviewed and analyzed the risks involved in construction of a fish pond in identified locations.
- Prepared and certified fishes ready for harvesting.
- Stock taking and documentation of deliveries.

October - December, 2015

Office Assistant & Customer Service Representative, Care Centre, Ado, Ekiti State

- Handled inbound and outbound communications (telephone & emails).
- Managed filing system.
- Updated paperwork, took daily record and documentation of data or information.

EDUCATION

2015 - 2020

Bachelor of Science in Zoology, University of Ibadan, Oyo State, Nigeria.

CERTIFICATIONS, TRAININGS & SEMINARS

- Recruiting, Hiring and Onboarding Employees, Coursera – March, 2021
- Preparing to Manage Human Resources – March, 2021
- Introduction to UI Design, Coursera - October 2020.
- Certificate of Achievement, Jobberman Soft- Skills Training - July 2020.
- Certificate of Participation in the Leadership Training Seminar organized by Catholic Youths Organization of Nigeria, St. Dominic's Catholic Church, Ado- Ekiti, Ekiti State - April 2017.

LEADERSHIP AND VOLUNTEERING EXPERIENCE

- **Vice President (2016-2020)** – Catholic Youths Organization of Nigeria, St. Dominic's Catholic Church, Ado- Ekiti, Ekiti State.
- **Member, Fresher's Welcome Committee (2017)** - Nigeria Federation of Catholic Students, University of Ibadan, Oyo State.