

# OWENOSA

## SUNSHINE OMOGIATE

Mobile: +234-812-856-1493  
[owenomogiate2607@gmail.com](mailto:owenomogiate2607@gmail.com)  
[linkedin.com/in/owenosa-omogiate](https://www.linkedin.com/in/owenosa-omogiate)

**Address:** Lateef Onigemo street, Ifako-  
Gbagada, Lagos State

**Languages:** English, Pidgin

**State of Origin:** Edo State

**Citizenship:** Nigerian

### INTRODUCTION

A motivated and dedicated individual, eager to learn and contribute my best to any organization. I am also driven by a passion for growth and excellence and committed to using my skills and enthusiasm to make impact in any organization.

### EDUCATION

● **University of Benin**  
**Benin city, Nigeria**  
2016-2021

#### Health Education

Bachelor's Degree

● **Blue Dove Education Centre**  
**Benin city Edo state**  
2009 -2016

#### Senior School Certificate Examination (SSCE)

West African Examination Council, High School Certificate

### EXPERIENCE

● **Ecom Toko Enterprise**  
2024-Present

#### Assistant Operations Manager

- I assist in managing day-day operations to ensure smooth and efficient business processes.
- I prepare regular reports to the management team following companies policies.
- I maintain a high standards of customer service by addressing and resolving customer inquiries and complaints effectively.
- I support in the training of interns to enhance their skills and performance.
- Additionally, I play a key role in enhancing communication between customers and staff through email marketing and social media initiatives.

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### **Camaa Multimedia**

Yola, Nigeria

2024-Present (Part-time)

### **Social Media Manager / Website Manager**

- I develop and implement a comprehensive social media strategy with my team aligned with the organizations goals and target audience.
- I create engaging content and images for the various social media platform.
- I manage and maintain the organization's social media accounts on platforms such as Facebook, Twitter and the website.
- I perform updates and maintenance to ensure the blog runs efficiently and securely.
- I assist with uploading and formatting blog posts, images, and other multimedia content.
- I implement SEO best practices to improve search engine rankings and drive organic traffic.

### **National Youth Service Corp**

Internship at the 153 Base  
Service Group, Nigerian Air  
Force Yola  
2022-2023

### **Mathematics Teacher**

- Responsible for teaching the Lower Basic Three Maths.
- Developed and implemented engaging and interactive lesson plans to teach foundational maths skills to Basic Three pupils.
- Created a positive and inclusive environment that encouraged pupil participation and collaboration.
- Used a variety of teaching methods and materials, manipulative and visual aids to cater to different learning styles and abilities.
- Monitored pupil progress and provided individualized support and feedback to help each pupil achieve their full potential.
- Fostered a love of learning and curiosity in mathematics in each of my pupils.

### **Toko Technologies**

internship

Oct 2022 - August 2023

### **Communications & Administrative Assistant**

- Create visually appealing designs for social media platforms.
- Prepared correspondence and memos as needed.
- Provided assistance and support to customers, addressing their inquiries and resolving issues.
- Assisted in marketing efforts, including creating promotional materials and campaigns.
- Supported in the management of social media accounts by scheduling posts and engaging with followers

### **Success Royal Academy**

Feb 2020 - Jun 2022

### **Admin**

- Responsible for accurate record keeping.
  - Proficiently prepared and drafted correspondence, memos and reports to maintain effective communication channels.
  - Maintained a professional and welcoming demeanor to staff, parents as well as visitors.
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- **New Benin Primary Health Centre**  
Internship  
Benin, Nigeria  
May 2019 – Oct 2019

### **Health Attendant**

- Responsible for checking the weight of infants and handing out their appropriate vitamins for the required age.
- Reporting abnormalities in growth to the health care team.
- Responsible for developing educational materials such as brochures and pamphlets to teach both nursing mothers and pregnant women about health topics.

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## **CERTIFICATES & HONORS**

- **Teachers Registration Council of Nigeria**  
Certificate of Registration

### **Teaching License**

- **Toko Academy**  
Internship Certificate

### **Graphics Design**

- **World Safety Organisation**  
Completion Certificate

### **Occupational and Environmental & Health Safety (HSE 1&2)**

- **Jobberman**  
Completion Certificate

### **Accelerated Soft Skill Training**

- **Meta**  
Completion Certificate

### **Introduction to Frontend Development (Coursera)**

- **Google**  
Completion Certificate

### **Google Technical Support (Coursera)**

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## **SKILLS**

- Microsoft tools
- Teaching
- Leadership
- Marketing
- HTML, CSS, JS
- Graphic Design
- Web Design

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## **HOBBIES**

- Reading
- Learning
- Playing Badminton
- Singing
- Playing Scrabble

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## **REFERENCES**

Referees will be provided upon request.