

## **Kehinde Lateefah Adeniyi | ND, HND, SSCE**

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### **SUMMARY**

I am a highly motivated and detail-oriented Intern with over 2 years of experience. As an Intern, I have extensive experience in ensuring that products and services meet the highest quality standards. I deeply understand quality assurance procedures and can confidently implement them in diverse industries. My skill set includes conducting tests, analyzing data, identifying defects, and establishing corrective measures. I am detail-oriented and have a sharp eye for detail, which enables me to ensure that all products meet the required specifications. Furthermore, I am adept at documentation and reporting, ensuring that all quality control processes are well-documented and easily accessed when needed. I am committed to ensuring that all products and services are of the highest quality, and I am always willing to go the extra mile to achieve this goal.

### **EDUCATION & CERTIFICATION**

- **Senior Secondary Certificate Examination (SSCE)**
- **ND (Food Technology)- Upper Credit**
- **HND (Food Technology)- Upper Credit**
- **National Youth Service Corps (NYSC)**

### **PROFESSIONAL EXPERIENCE**

**Ilora Community Commercial High School Ilora, Oyo.**

**Home Economics Teacher (NYSC)**

**04/2023- Present**

- Conduct assessments of students' capabilities and develop customized lesson plans and curricula to meet their individual needs.
- Develop and deliver engaging lesson plans that align with the curriculum and meet the needs of students.
- Provide students with a safe and supportive learning environment that fosters their personal and academic growth.
- Create hands-on activities and projects that help students develop practical skills in cooking, sewing, and other areas of home economics.
- Introduce students to budgeting, financial planning, and other life skills that will prepare them for independent living.
- Assess student progress and provide feedback that helps students improve their performance.
- Collaborate with other teachers and school staff to ensure that students receive a well-rounded education.
- Use technology and other resources to enhance student learning and engagement.
- Communicate regularly with parents and guardians to keep them informed about their child's progress and any issues that arise.
- Participate in professional development opportunities to stay up-to-date with the latest teaching methods and trends in the field of home economics.
- Maintain a positive and professional demeanor at all times, serving as a role model for students and colleagues alike

**Rite Food Limited (Ososa Ijebu, Ogun State)**  
**Intern (IT)**

**11/2019 - 01/2021**

- Ensuring that the environment of the production floor is clean and tidy.
- Participate in root cause analysis to understand the origin of defects and prevent recurrence.
- Collaborating with the development team.
- Proactively identify areas for improvement and suggest process enhancements.
- Design and execute test plans covering various functionalities and aspects of the product.
- Utilize diverse testing methodologies (black-box, white-box, regression, etc) to uncover defects.
- Employ relevant software tools and frameworks for test automation, data analysis & reporting.

**Rite Food Limited (Ososa Ijebu, Ogun State)**  
**Intern (SIWES)**

**08/2018 – 11/ 2018**

- Develop and implement quality control procedures and processes.
- Evaluate products at various stages of production to ensure they meet required specifications.
- Work with production personnel to identify and resolve quality issues as they arise.
- Analyze data and provide reports to management on quality performance.
- Ensure that all quality records are properly maintained.
- Conduct audits of suppliers and vendors to ensure they meet quality standards.
- Provide training to production personnel on quality control processes and procedures.
- Monitor and ensure compliance with industry regulations and standards.
- Work with customer service teams to address customer complaints related to product quality.
- Continuously identify areas for improvement in the quality control process and make recommendations to management.

**SKILLS**

- Proficient in Microsoft Word, Excel, and PowerPoint, utilizing strong technical skills to create engaging teaching materials and aids.
- Strong writing and editing skills, with an impeccable use of grammar and a commitment to accuracy and adaptability.
- Ability to perform multiple tasks concurrently while meeting quality objectives, utilizing strong time management skills and attention to detail to ensure successful outcomes.
- Detail-oriented and able to learn quickly, utilizing strong analytical skills and a commitment to ongoing learning to stay up-to-date on the latest trends and best practices.
- Ability to build strong working relationships across all levels of the organization, utilizing strong interpersonal skills and a collaborative approach to drive business growth.
- Ability to multitask, work independently and as part of a team, share workload, and deal with sudden shifts in project priorities, utilizing strong organizational skills and a positive attitude

to achieve successful outcomes.

- Paying attention to details as it involves conducting tests, analyzing data, and identifying defects. It is essential to have a keen eye for detail to ensure that all products meet the required specifications.
- Ability to analyze data and test results to identify patterns and trends that may indicate a problem. This requires strong analytical skills and the ability to think critically.
- Ability to communicate effectively with different stakeholders, including production teams, management, and customers. Ability to articulate quality issues and explain the corrective measures required.
- Technical knowledge of the technical aspects of the product testing. This includes knowledge of testing equipment, measurement tools, and manufacturing processes.
- Ability to identify problems and develop effective solutions to correct them. This requires strong problem-solving skills and the ability to think creatively.
- Time Management: Effective time management to ensure that all testing is completed on schedule. They must be able to prioritize tasks and work efficiently to meet deadlines.
- Patient and able to endure under any circumstances, utilizing strong resilience and a positive attitude to overcome challenges and achieve successful outcomes.

## **References**

- Available on request

