

## OGUNDAHUNSI OLUWAFIFUNMI TEMITOPE

3 Ogunrotimi Close, Isokan Estate, Akobo Road, Ibadan, Oyo State

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### PERSONAL DATA

Date of Birth: 16th October, 1993

Gender: Female

State of Origin: Osun

Nationality: Nigerian

Marital Status: Single

### PROFESSIONAL SUMMARY

A proactive individual with a key interest in education, having spent the last couple of years developing a career in the field. Possesses good communication and language skills with the ability to work in managerial roles or as part of a team. Proven ability to contribute positively to organizational objectives while pursuing self-development.

### CAREER OBJECTIVE

To work with a team in an organization where challenging tasks can be assigned to effectively utilize skills, knowledge, and experience to be productive and fulfill organizational goals.

### RELEVANT SKILLS

- Ability to work under pressure and produce reputable results
- Excellent interpersonal relationships
- Resilient, flexible, open to feedback, and focused on achieving excellence
- Ability to manage multiple tasks in a pressured environment with minimal supervision
- Willingness to learn and adapt quickly
- Enthusiastic team player, always willing to build strong working relationships
- Self-motivated to add value to the organization

### EDUCATION HISTORY

- University of Ibadan, Ibadan, Oyo State, 2022
- Postgraduate Diploma (PgD) Drug Analysis
- Bowen University, Iwo, Osun State, 2015
- Bachelor of Science (B.Sc) Chemistry
- Saint Anthony's Catholic High School, Ijofa, Osun State, 2009
- West African Senior School Certificate Examination (WASSCE), National Examination Council (NECO)
- Josmar Nursery and Primary School, Ijebu-Jesa, Osun State, 2002
- Primary School Leaving Certificate

## PROFESSIONAL QUALIFICATION

- British International Safety Organization, 2016
- Health, Safety and Environment (HSE) 1, 2, 3

## CAREER HISTORY

- Pabokede Initiative (Administrator) [October 2020 - February 2021]

### Responsibilities:

- Management of office equipment
- Maintaining a clean working environment
- Handling communication systems
- Managing administrative staff
- Organizing and attending meetings
- Distributing incoming and outgoing mail
- Checking organization email for prompt action
- Administration of the kids club

- Josmar Nursery and Primary School (Administrative Officer) [November 2016 - June 2018]

### Responsibilities:

- Development of lesson plans
- Monitoring exams and records
- Supervising exams
- Assessing registers and financial records
- Assessment of result and report cards
- Coordinating daily activities

- Bulu-Angiama Secondary School (Chemistry Teacher, NYSC) [October 2015 - October 2016]

### Responsibilities:

- Assessment of class results
- Teaching Chemistry
- Monitoring and distributing exam materials
- Supervising exams
- Developing lesson plans

- Josmar International College (Teacher) [September 2014 - April 2015]

### Responsibilities:

- Teaching Mathematics, Agricultural Science, and Basic Science

- Monitoring and distributing exam materials
- Supervising exams
- Developing lesson plans
- Assessing results

## HOBBIES

Reading, singing, and indoor games

## REFEREES

Available on request