

IBITOLU OLUWASEUN BLESSING

Apo Dutse Abuja

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Sex: **Female**

PROFESSIONAL SUMMARY

Dynamic and dedicated Public Administration graduate with intermediate-level proficiency in Microsoft Office applications and a comprehensive understanding of governmental processes and policies. Skilled in analyzing complex issues, implementing effective solutions, and collaborating with diverse stakeholders to drive organizational objectives.

WORK EXPERIENCE

Teacher (NYSC Program)

Royal Academy School Gwadabawa, Sokoto State.

- **Taught curriculum targeting different areas of child development such as language, motor, and social skills.**
- **Supported the children's development and learning through play and other activities.**
- **Built up language, literacy, and numeracy skills.**
- **Developed and produced visual aids and teaching resources.**
- **Kept records of the child's progress, and kept parents informed about their child's development**

Teacher (Siwes Program)

Topmost Montessori School, Portharcourt (2019)

- **Assisted pupils in learning how to read and write**
- **Developed lesson notes in line with the curriculum objectives and delivered lessons to pupils**
- **Tutored and assisted children individually or in small groups to reinforce learning concepts**
- **Assessed, and kept records of pupils' work and marked register**
- **Conducted assembly and participated in extracurricular activities**

Pre Seller

Coca-cola Bottling Company, Jos (2016)

- **Presented latest merchandise (5 Alive) to prospective buyers**
- **Utilized various sales techniques to develop relationships with customers and drive sales**
- **Ensured customers satisfaction**
- **Increased sales and customer loyalty**

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Bursar

Heritage Nursery and Primary School (2015)

- **Fee collection**
- **Employed meticulous skill to balance cash**
- **Interfaced between the school and the bank**
- **Disbursement of funds**

LEADERSHIP POSITIONS HELD

- **Secretary General, National Association of Public Administration Students, Federal Polytechnic, Bauchi (2023)**
- **Quiz & Debate Coordinator, Royal Academy School Gwadabawa, Sokoto State.**

EDUCATION

2023: HND – Public Administration, Federal Polytechnic, Bauchi

2013: SSCE - Comprehensive High School Ekpedo, Edo State

2005: FLSC - Assemblies of God Mission School Jos Plateau State

SKILLS

- **Problem solving: Analytical thinker with the ability to approach complex challenges and develop effective solutions.**
- **Teamwork and collaboration: Excellent interpersonal and communication skills, proven ability to work effectively in multidisciplinary teams.**
- **Strong organizational and time management skills**
- **Active listening skills**
- **Leadership skills**
- **Flexibility, dynamic and adaptable to every situation**

LANGUAGE PROFICIENCY

- **English (fluent)**
- **Yoruba (fluent)**
- **Hausa (Intermediate)**