

ADELEKE Temitope Oluwaloni

Road 5, Health Centre Gate, Progress Estate, Baruwa, Lagos State.

Phone: 08082955996 | 08109675517

Email: adeletemitope1997@gmail.com

temitope15aug@yahoo.com

Objective

To optimally work in an upwardly mobile organization, contributing my best to her course as well as enhancing my skill to efficiently and effectively manage lives and business.

Profile

Having working hard with few organizations, I have discovered that my core areas of strength are business operations management and improvement, graphics design and Computer Instructor, Creating and cutting of short clips, Video coverage, I consider myself Computer Instructor.

I am a proficient communicator and lover of people, who believes strongly in team work. I enjoy learning across board and listening to people. Hence, I am teachable and can adjust to any work environment.

Bio Data

Birth Date:	15th August, 1997
Marital Status:	Single
Language Spoken:	English, Yoruba
State of Origin:	Osun State
Religion:	Christianity

Core Competences

- Relationship management and interpersonal Skills
- Excellent in Microsoft Office Packages
- Proficiency in Computer Engineering
- Excellent in Video Coverage/Editing
- Excellent in Graphics Design
- Excellent in Branding, Fabrication and Installation of Signage
- Excellent in Sale Marketing
- Presentation and effective communication skills
- Negotiation and persuasion
- Strategic planning
- Conflict Management Skills
- Excellent in organizing
- Honest and self-discipline
- Ability to work independently with minimum supervision
- Very hard working and innovative
- Excellent management and leadership skills and integrity.
- Great ability to plan activities and carry them through.

Education

- | | |
|---|-----------|
| ▪ Nurudeen Nry & pry School | 2004-2009 |
| ▪ Surulere Community Junior Sec. School | 2010-2013 |
| ▪ Damartinz College | 2013-2015 |
| ▪ Osun State Polytechnic Iree | 2019 |

**National Diploma (ND) in Business Administration
And Management**

Qualifications

- Primary School Testimonial, Alagbado-Lagos 2005
- Senior Secondary School Certificate (**SSCE**) 2015

Additional Qualifications

- Diploma in Graphic Design
- Diploma in Desktop Publishing
- Expert in Website Creation (Html, Css, JavaScript and Wordpress)
- Certificate in Video Coverage/Editing
- Proficiency in Computer Engineering
- Proficiency in Branding and Fabrication

Experiences

- **Legacy Home of Exams** 2015-2016
43, Samuel Street,
Mafoluku, Oshodi,
Lagos.
Post Held
 - *Computer Instructor*
- **Supreme Computer College** 2016-2017
51, Mafoluku Road,
Oshodi,
Lagos State.
Post Held
 - *Computer Instructor*
- **Lukdon Computer College** 2017-2018
3, Alaja Road,
Megida-Ayobo,
Lagos State.
Post Held
 - *Computer Instructor*
- **Impressions and Impacts Display & Retail Unit** 2018
Pako, Iyana Ipaja,
Opp Zenith Bank,
Lagos.
Post Held
 - *Graphic Designer*
- **Diamond Height Science Academy** 2019 – till date
Lord Reign Plaza, Opp. Access Bank,
Ayobo, Lagos.
Post Held
 - *Admin. Manager/Senior Instructor/Graphic Designer*

Hobbies

- Flim Friction, Singing and Reading

Referees

Will Be Provided On Request