



ADEBOLA GABRIEL I

Data Analytics and Administrator

PERSONAL INFO

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EDUCATION

- Post Graduate Diploma in Education**

National Teacher's Institute
Jan 2015 – Dec 2015

- Bachelor of Science**

University of Ilorin, Kwara State
Nigeria.
Aug 2021 – Dec 2023

- A Level (IJMBE)**

Nuhu Bamali Polytechnic Zaria,
Kaduna State
Jan 20 – Sep 2020

- Senior School Certificate Examination (SSCE)**

Community – Olua High School,
Igbara – Oke, Ondo State.
Jan 1990 – June 1996

SKILLS

Programming: SQL, Python

**Visualization: Power Bi, Excel
Charts and Pivot
Tables**

Database: MySQL, Oracle

Soft Skills

- Critical thinking**
- Excellent Communication and Interpersonal Skills**
- Passion for Excellence**
- Team player**
- Coaching and Mentoring**

PERSONAL STATEMENT

In search for a position in a dynamic organization that offers challenges for corporate, professionalism and personal growth with opportunity for maximum contribution to realization of corporate objective. Seeking to leverage on data analytical skills to improve corporate performance. Amenable to new ideas and receptive to acquisition of new skills for improved performance.

WORK EXPERIENCE

Tech With Adebriel - Online data analytic coaching. 2023 – Present

- Provide one-on-one tutoring sessions to students in data analytics, statistics, and data visualization
- Assess students' strengths, weaknesses, and learning styles to tailor tutoring sessions
- Explain complex data analytics concepts in a clear and concise manner
- Help students with homework, projects, and exam preparation
- Develop and share resources, such as study guides and practice problems
- Monitor student progress and adjust tutoring strategies as needed
- Communicate with students in a professional and timely manner

BookWorkShop Schools, 1 Ajayi Close, 2023 – present
Off Onilewura Street, Off Liasu Road, Egbe,
Ikotun Lagos

Principal / school Administrator

- Curriculum development and implementation
- Develop, implement, and maintain document management systems.
- Manage and maintain accurate and up-to-date student records, transcripts, and diplomas.
- Ensure compliance with regulatory requirements.
- Coordinate document scanning, indexing, and storage.
- Maintain version control and track document changes.
- Provide administrative support to teachers, staff, and students.
- Manage school communications, including emails, letters, and reports.
- Coordinate meetings, events, and appointments.
- Maintain school calendars and schedules.
- Assist with budgeting and financial tasks.

<https://gabrielthedataanalyst.github.io/>

CERTIFICATIONS

- **Oracle Certified Professional**
- **Oracle Certified Associate**
- **Certificate of Completion –**
- **Beginning Dax Function**
- **Workshop (Pragmatic Work)**

PL – 300 | DA – 100
Microsoft Power Bi
Certification – Exam Prep

JOB SUCCESS:

Design and develop an automated Excel sheets for results collation linked with google sheets for real time update.

This has scale up the turnaround time for result collation and completion and eliminate inaccuracy in result entries and enhanced quick delivery and hence producing reliable and accurate progress report and assessment.

Develop google form linked with excel to collect and track students class attendance and academic performance.

Providing training tutorials on data analysis and data administration that has helped a lot of students build career in data analysis and data administration

HOBBIES & INTEREST

Teaching, Watching YouTube Videos

- Participate in school committees and working groups.
- Develop and implement administrative policies and procedures.
- Supervising and evaluating teachers
- Ensuring academic excellence and accountability
- Overseeing school budget and resources
- Managing school facilities and maintenance and ensures records are kept in timely manner
- Ensuring school safety and security

Nigerian Armed Forces Resettlement Centre, 2018 - 2023
Oshodi, Lagos, Nigeria

Data Analytic and DBMS (MySQL) Instructor

- Preparing course outline for Data Analytics, Database Management System,
- Training retiring soldiers on Database Management System using MySQL and Data Analytics.
- Part of the team that Implement and improve databases, data analytics, and data collection systems to help meet monitors the progress of the performance of the retiring soldiers.

White Plains British School, Jabi, FCT, Nigeria 2013 – 2020

Exam Officer

- Used excel spreadsheet to collect and analyse students' information for registration for their Cambridge
- Examination and produce comprehensive reports to monitor registration fees and other related fees.
- Develops excel spreadsheet for score entry to populate result template with quick turnaround time. This eliminated inaccuracy in result entry and enhanced quick delivery.
- Received accolades from the school's proprietor for identifying trends in result preparation and offering recommendations for improvement.

PORTFOLIO AND VIDEOS

Portfolio: <https://gabrielthedataanalyst.github.io/>

Videos: <https://www.youtube.com/@techwithadebriel>