

OMORUYI, GLORY TOLUWANI

Lagos, Nigeria. | gloryomoruyi00@gmail.com | +234 907 907 0943 | <https://github.com/nimietech>

PROFESSIONAL SUMMARY

A versatile and motivated professional with experience in administrative management and web development, I am seeking an entry-level role in full-stack web development with a strong foundation in frontend and backend technologies, I am eager to apply my technical skills while leveraging my background in administrative management to deliver high-quality, user-friendly applications. Committed to improving processes and fostering innovation in technical and administrative environments.

SKILLS

- Responsive Design
- Team Management
- Interpersonal Skills
- Organizational Skills
- Tailwind CSS
- Microsoft Office Suite
- Active Listening Skills
- Problem-Solving Skills
- HTML & CSS
- JavaScript & React
- Attention to Detail
- Node.js & Express
- MongoDB
- Git & GitHub
- VS code
- API integration

WORK EXPERIENCE

Coding Tutor

April 2023 – Present

DIVINE SCHOLARS SCHOOLS

- Initiated and overseeing the current development of the school website.
- Provided guidance and support to students in troubleshooting coding challenges and errors.
- Conducted coding lessons for students to enhance their understanding of programming concepts.
- Developed and structured comprehensive coding curriculums for specific languages, e.g. HTML, CSS & JavaScript.
- Monitored student progress and provided constructive feedback to facilitate learning and skill development.
- Organized coding workshops and extracurricular activities to promote student engagement and interest in coding.
- Collaborated with school faculty to integrate coding education into the curriculum and align teaching objectives with academic standards.

Manager

March 2023 – Present

EDELZ EMPIRE

- Mapped an exceptional business model for business operations.
- Improved customer loyalty through friendly service and follow-up.
- Examined and interpreted statistical reports to enhance decision-making.
- Exhausted all avenues to ensure the organization exceeded financial goals.
- Swiftly met revenue goals within months by optimizing business plans and strategies.
- Managed client onboarding, integration, and maintained excellent client relationships.
- Optimized customer experience by delivering superior services and effectively troubleshooting issues.
- Assigned tasks to associates, staffed projects, and updated all involved parties to enhance optimal business flow.
- Organized and managed team meetings to discuss process improvement, organizational goals, and how best to achieve them.

Administrative Officer

February 2022 – February 2023

NIGERIAN METEOROLOGICAL AGENCY

- Arranged and prepared staff payroll file.
- Found innovative solutions to challenges faced.
- Efficiently maintained and updated payroll appropriately.
- Promptly resolved complaints and concerns to improve efficiency.
- Ensured proper inventory management to ensure accountability and satisfaction.
- Performed clerical roles from typing correspondence, organizing meetings, document preparation, minute taking, notification, and memos.
- Managed and coordinated multiple daily office operations, prepared cost analyses, and completed detailed reports, ensuring the accuracy of all data.
- Supervised and ensured all staff are performing their duty efficiently to ensure maximum output and exceptional delivery.

Administrative Assistant

July 2019 – January 2022

DIVINE SCHOLARS SCHOOLS

- Carried out data entry functions.
- Provided administrative support to staff.
- Attended to parent inquiries and complaints and promptly resolved all issues.
- Handled recordkeeping, accounting, and distribution of stationeries to students.
- Drafted organizational budget and followed up to ensure proper implementation.
- Wrote reports and documents, attended meetings, transcribed notes, and sent circulars to various departments.
- Efficiently managed calls, and emails, arranged meetings, and made appointments on a priority basis.
- Saved the school over 72% in repair and maintenance fees by ensuring proper maintenance, servicing, and usage of all the equipment and assets.
- Managed receptionist area, including visitors, and responded to telephone and in-person requests for information

EDUCATION

Pan Atlantic University, B.Sc. Business Administration

September 2016 – November 2020

Ehizua Hub institute

CERTIFICATIONS

- National Youth Service Corp February 2023
- Full stack certification (MERN stack)

INTEREST

I enjoy reading, researching, and learning new technologies while staying curious about the latest trends in the tech industry. I am passionate about solving problems, sharing knowledge, and collaborating with others to create impactful digital solutions.

REFEREES

Available on request