

Adetayo Toheeb Adeshina

250101

adeshinaadetolani@gmail.com

+2349065690908

Motivated English Language and Linguistics graduate with proven leadership as NAKSS President and strong skills in administration, communication, and event management. Recognized for adaptability, attention to detail, and a results driven mindset, with emerging expertise in digital tools and web technologies.

Personal Details

Currently Employed: No

Date of Birth: 2002-06-03

Highest Level of Education: Undergraduate

Industry: Administrative Assistance, Human Resources, Information Design & Documentation, Information Technology, Media & Communications, Project Management

Work Experience

Freelance Translator and Editor

Remote

- Delivered accurate and high-quality translations and edits for diverse clients, consistently meeting tight deadlines.
- Improved client content readability and engagement through tailored writing and proofreading.
- Managed multiple projects simultaneously, demonstrating organizational and time-management skills.

Event Organizer and Content Creator (Volunteered)

Sokoto State University

September 2024 to September 2024

- Organized and hosted the NASELL Graduation Party, overseeing event structure and content creation.
- Acknowledged the contributions of key individuals and promoted an inclusive atmosphere.

President

National Association of Kwara State Students-Sokoto

September 2023 to August 2024

- Directed executive team and coordinated with university stakeholders to plan and deliver high-impact events (Harmony Week, NAKSS Day) with 500+ participants.
- Secured recognition for leadership excellence through successful event execution and community engagement.
- Oversaw operations including finance, human resources, and communications, fostering teamwork and cultural inclusivity.

Education

English Language and Linguistics (Bachelor's degree)

Sokoto State University-Sokoto, Sokoto State.

January 2020 to September 2024

Skills

- Advance Written and Verbal Communication Skills
- Teamwork
- Microsoft Office Suite
- Administration and Strategic planning
- HTML, CSS and JavaScript
- Leadership and Attention to Details
- Public Speaking & Presentation
- Proofreading
- Data Analytics
- Intellectually Curious
- Adaptability and Critical Thinking
- React.js

Languages

- Yoruba - Fluent
- English - Fluent
- Spanish - Beginner

Awards

Award of Excellence

August 2024

Recognized for outstanding leadership and commitment as NAKSS President.

Certifications and Licenses

Certificate of Appreciation

September 2024 to Present

For Impactful Contributions and Leadership as NAKSS President