**OKOTETE HAPPINESS JOEL**

Block 19b flat 8, Pw, Kubwa Abuja Nigeria.

08165440710/Okotetehapinessjj@yahoo.com

**PROFESSIONAL SUMMARY**

Dedicated and experienced professional in administration who is timely and efficient. a very competent content and creative writer. I have been actively involved in writing and proofreading for websites, blogs, organizations and individuals. Also have an experiencing in teaching the use of English (Diction) and creative writing.

**EXPERIENCE**

**JULY 2018 – TILL DATE:** **ADMINISTRATIVE OFFICER**

 **FEDERAL CHARACTER COMMISSION – Headquarters, FCT**

* Writing of Promotion briefs, Authentication letters, setting up promotion and disciplinary panels.
* Grading of Annual performance scores.
* As a staff of the Human Resource department and also the appointment, disciplinary and promotion unit we were saddled with responsibility to make leave schedules for other members of staff
* Analyse career progression

**JAN 2018 – JULY 2018: SUPERVISOR/SALES REP**

 **MAB FARM – FCT**

* Overseeing the general affairs of the organization
* Taking records of all sales
* Writing reports and addressing them to the managing director
* Arranging Initial meeting

 **AUGUST 2017 – NOVEMBER 2017 DICTION/ CREATIVE WRITING**

 **TEACHER**

 **LIVING SPRING INTERNATIONAL SCHOOL - FCT**

* Classroom organization and teaching
* Writing of lesson plans and lesson notes
* Organising essay, poem and haiku competitions

**JANUARY 2017 – JULY 2017 ENGLISH LANGUAGE TEACHER**

 **SOLID BASE INTERNATIONAL SCHOOL - FCT**

* Classroom coordination and teaching of the Use of English and African Literature

**MAY 2016 – NOVEMBER 2016 SUPERVISOR**

 **QLEEN GENERAL CLEANING SERVCES - FCT**

* In charge of inspecting field works
* Establish relationships between clients and the organization

 **OCT 2014 – APRIL 2016 TRADESYS MEDIA STUDIO**

 **FRONT DESK OFFICE - FCT**

* Attending to customers at first sight
* Building relationship between customer and organisation
* Customer care duties

 **NOV 2012 – OCT 2013 ITAMERIN HIGH SCHOOL**

 **NYSC – OGUN STATE**

* Literature in English teacher for senior secondary school students

**FREELANCE ABBEY & ADNOIS**

 **PROOFREADER & CONTENT WRITER**

**CORE QUALIFICATION**

* **Education Development Academy :**  Induction Certificate – November 2017
* **National Youth Service Corps : (** NYSC) Release Certificate – 2013
* **Bachelor of Art :** English and International Studies – 2012
* **Secondary School Certificate:** Government Secondary School Bwari – 2005
* **Certificate of Participation :** 8th All African Games (COJA) – 2003
* **Primary Education :** First leaving School Certificate – 1999

**ACADEMIC WORK**

* Problems of learning and Teaching English Language in Primary and Secondary Schools in Nigeria – 2012
* United States of Africa and the Conundrums Properties – 2018

**PUBLICATIONS**

* Reshaping the European Trade Business (http: //t.co/72y0dtHIgb)
* Our Ground Quakes As Two Elephant Sets To Battle ( An Overview of the 2019 General Elections) <http://toktok9ja.com/our-ground-quakes-as-two-elephants-sets-to-battle-an-overview-of-the-2019-general-elections/>
* The Ezu River & Awkuzu SARS; A short story of Blood, Bones and Bodies. <https://toktok9ja.com/the-ezuriver-a-short-story-of-blood-bones-and-bodies/>
* SLEEPY JOE TOOK A CATNAP? ( A brief on the US Presidential Elections) . <https://toktok9ja.com/sleepy-joe-took-a-catnap-a-brief-on-the-us-presidential-elections/>
* From body bags to human traps –Abduction for ransom on Abuja-Kaduna expressway exposed. [http://toktok9ja.com/from-body-bags-to-human-traps-abduction -for-ransom-on-abuja-kaduna-expressway-exposed/](http://toktok9ja.com/from-body-bags-to-human-traps-abduction%20-for-ransom-on-abuja-kaduna-expressway-exposed/)

**PROFESSIONAL AFFILIATIONS**

* Member Association of Senior civil servants of Nigeria
* Education Development Academy (Member)
* Member of Appointment, Promotion and Disciplinary Committee, Federal Character Commission, Nigeria.

**PERSONAL INTEREST**

* Creative writing, Haikus, Playing Scrabble, Travelling.

**REFREES**

* Available on Request