

TOBIN-WEST HELEN SOALA

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Nigeria.

Professional Summary

I am a goal-oriented entry level professional with a multicultural experience as an African Union scholar. I am hardworking and have garnered experience, skills, and knowledge from different professional settings which I would contribute to the overall success of any organization. I am attentive, pro-active, and self-motivated with exceptional interpersonal competency. Furthermore, I am proficient in Microsoft Office Suite and data visualization using power BI.

Educational Background

Pan African University of Life and Earth Sciences Institute, Ibadan, Oyo State.

Master of Science (Sports Management and Policy Development) – (2019-2021)

Niger Delta University, Wilberforce Island, Amassoma, Bayelsa State.

B.Sc. Ed., Science Education (Human Kinetics option) – (2012 - 2016)

Work Experience

Scooper News

Position Held: Freelance Writer (July 2019 – December 2020)

- Created grammatically sound, original, and engaging content that followed all specifications and guidelines (including keyword usage and density).
- Performed basic research on assigned topics and synthesized articles that provide value to the reader.
- Worked independently with meticulous attention to detail ensuring 100% error-free content.
- Wrote and published over 100 pieces of articles spanning quite a challenging variety of topics.

General Hospital Enugwu-ukwu, Anambra State (Ante-Natal unit).

Position Held: Exercise/Data Entry Support (NYSC) (November 2017 – October 2018)

- Assisted in supervising the pregnant women during their weekly exercise routine.
- Daily check-up of patients' vital signs.
- Assisted in the registration and documentation of children's information for immunization.
- Managed patients' records, including filing, and sorting out their information.

Internships and Trainings

Nigeria Football Federation (NFF), Moshood Abiola Stadium, Abuja.

Position Held: Storehouse/Admin Intern (February 2021 – May 2021).

- Shadowed the Head of Storehouse during branding and customization of athletes' sport wears.
- Conducted various duties as assigned by the Administrative Officer.
- Daily managed and organized inventory of current assets within the storehouse to ensure accuracy.
- Assisted in general office operations.

Rivers State Ministry of Sports, State Secretariat, Port Harcourt, Rivers State.

Position Held: Office Assistant (January 2021).

- Conducted various duties as assigned by the Sport Development unit head.

- Provided excellent customer service by greeting visitors with a positive and helpful attitude.
- Answered and addressed all incoming calls in a timely and professional manner.

Gilead Schools, Amassoma, Bayelsa State.

Position Held: Student Teacher (November – December 2015).

- Taught various Physical and Health Education topics to the Junior Secondary School (Class 1 and 2) students.
- Assisted the class teacher of Basic Three pupils with daily classroom activities.
- Enhanced student learning by providing relevant practical activities.
- Prepared lesson plan and notes on various Physical and Health Education topics.

Community Secondary School, Amassoma, Bayelsa State

Position Held: Student Teacher (November – December 2014)

- Taught Physical and Health Education to the Junior Secondary School (Class 2) students.
- Participated in the scoring and documentation of students' results.
- Observed and evaluated students' performance during practical activities.
- Evaluated and revised lessons plans and course content to facilitate and moderate classroom discussions and student-centered learning.

Professional Membership

- Teachers' Registration Council of Nigeria (TRCN) (June 2017)

Referees

Available on request