Summary

An individual that seeks to learn and bring to bear his acquired knowledge, skills and creativity with focus on achieving results and promoting organizational goals.

Skill Highlights

|  |  |
| --- | --- |
| * Leadership
* Verbal and Written Communication
* Critical Thinking & Problem resolution
* Interpersonal
* Excellent Work Ethics
 | * Innovative
* Administration
* Organisation & Time Management
* Ability to work under mininal supervison
* I.T
 |

Experience

**Freelance Writer –** 07**/**2016 to Present

* Engaged in writing resumes, article writings and academic researches
* A good proofreader and editor of writings.
* Researched industry-related topics and generated well-written and readable content

**Tutor –** 06/2013 to 08/2013

**Winners Academic Centre**

* Planned and implemented lessons using various teaching strategies to meet diverse student needs.
* Graded student papers and assignments to track student progression.
* Promoted excellence in teaching and learning to ensure all pupils develop their potential and are equipped for life beyond school.

**Typist** – 04/2009

**Unodis Bel-grad Nig. Ltd**

* Typed and delivered company's official documents within time frame.
* Gathered and organize typing material.

**Address:**

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**DAYO**

**OGUNDIPE**

Education

Barrister-at-Law: **Nigerian Law School, Lagos** – 2017

Bachelor of Law: **University of Uyo, Uyo** - 2016

Referee

Available on request.