

# **OLUDU Phebe Ifeoluwa, HRMP, AIIPMP**

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## **CAREER VISION or PERSONAL STATEMENT**

To showcase my skills in providing viable solutions to challenging problems within the organization and display to the maximum of my professional fortifications in managing, planning, executing, promoting and upholding the organizational objectives through managerial, analytical background and relevant managerial professional certifications.

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## **PERSONAL DATA**

Gender: Female  
Date of Birth: January 21st 1994  
Marital Status: Single  
Nationality: Nigerian  
State of Origin/LGA: Akoko North East, Ondo state

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## **ACADEMIC QUALIFICATION**

BSc. Accounting, University of Abuja , 2021, **Second Class Honors** (Upper Division)

ND. Banking and Finance, Federal Polytechnic Offa Kwara State, 2015, **Distinction**

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## **PROFESSIONAL TRAINING AND CERTIFICATION**

<b>Certificate</b>	<b>Awarding body</b>	<b>Year</b>
Project Management Professional (PMP) - International Institute of Project and Safety Management (IIPSM)	-	2023
Human Resources Management Professional - International Institute of Project Safety Management (IIPSM)	-	2023

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## **WORK EXPERIENCE AND ACCOMPLISHMENTS**

**Organization:** St Patricks college Iwaro Oka, Ondo State, Nigeria  
**Date:** December 2023 – Present

**Position:** Teacher, One Year National Youth Service Corp (NYSC INTERN)

**Job Description**

- Classroom planning and management
- Student evaluation and grading
- Organizing student's extracurricular activities
- Keeping and updating students academic record
- Monitoring students progress and giving progressive analysis for personal development.

**Organization:** St Patricks college Iwaro Oka, Ondo State, Nigeria

**Date:** December 2023 – Present

**Position:** Computer Operator

**Job Description**

- Entering of all students data
- Online registration of new students
- Student online evaluation and grading
- Organizing student's details and information
- Keeping and updating students academic record
- Collating and inputting of results
- Monitoring students progress and giving progressive analysis for personal development
- Typing of memo, documents, letters and projects

**Organization:** ACHIEVERS CITADEL PRIVATE SCHOOL Kwara State, Nigeria

**Date:** FEBRUARY 2021 – Present

**Position:** Content Creator/ Graphics Designer (part time )

**Job Description**

- Creating and Designing printed materials,exhibit elements and illustrations(posters, flyers,logo...)
- Create electronic designed page layout
- Consulting with the marketing, management ,staff and customers to identify their graphic needs, including budget and project deadlines
- Studying the digital trend to know the effect of it on the business
- Produces educational illustrations for classes,presentations and execute original content by determining the ideal useage of color , text, font style, imagery and layout
- Maintain school digital records
- Using trend intelligence and knowledge of historical and current markets when designing and executing specific classifications
- Performs Miscellaneous job related duties as assigned

**TECHNICAL AND PROFESSIONAL SKILLS**

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Ability balance priorities and coordinate work effectively  
Ability to generate creative ideas  
Ability to work independently and meet deadlines  
Aptitude for calculation (MS EXCEL)  
Aptitude Skill  
Copywriting skill (SEO)  
Digital Marketing skill (Social Media, Email, SEO, GOOGLE...)  
Entrepreneurial Skills (Production of disinfectant, Air Freshener, Dress making...)  
Excellent analytical skills  
Good written and communication skills  
Graphic Design skill (Canva, Photoshop, Canva, Adobe Illustrator...)  
Health, Safety and Environmental skills  
Human Resources Managerial skills  
Organizational skills  
Presentation (Seminar, project):MS Power Point  
Proficient in the use of Computer programs( Microsoft Word, Excel, Power Point)  
Proficient use of accounting software (SAGE50)  
Project Managerial skills  
Quick to adapt to new environment  
Quick to Collaborate and coordinate with team members  
Technical skill  
Web Design Skill

## **MEMBERSHIP OF PROFESSIONAL BODIES**

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Associate, International Institute of Safety Management (**AIISM**)  
Associate, International Institute of Project Management (**AIIPM**)  
Associate, Chartered Institute of Human Resource Management (**ACIHRM**)

MEMBERSHIP NUMBER: IIPSM13634

## **SPECIAL ACHIEVEMENT**

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Positive Recognition and Award from National Youth Service Corp (NYSC)  
Received very good to excellent appraisals and recommendations.

## **ACADEMIC RESEARCH**

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Impact of Business Entity Concept on Contage firms in Nigeria( Case study: Royal Paint)  
University of Abuja 2021

Effect of Monetary Policy on Micro Finance bank. Federal Polytechnic Offa Kwara State , 2015

## **LEADERSHIP EXPERIENCES**

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|----|--|------|
| a. | Polling Officer, INEC Ondo State                 | 2023 |
| b. | DLCF Campus Fellowship, (ESM) (Welfare Director) | 2020 |
| c. | FOCASON, UNIABUJA (Chapter Vice President)       | 2020 |
| d. | ASBAM FEDPOFFA, (Chapter Financial Secretary)    | 2015 |

## **WORKSHOPS AND CONFERENCES**

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- Digital Marketing (Blueprint to Digital Marketing)
- Online WEBINAR on EBOOK CREATION
- WEB DESIGN CLASS
- Personal Branding and Self Development
- Leadership skills

## **CORE VALUES**

- Ability to analyze information
- Accuracy
- Commitment and loyalty
- Confidentiality
- Creative thinker
- Good communication skills (Listening / Answering)
- Good time management
- Interpersonal skills
- Keen attention to details
- Multitasking skills
- Result oriented
- Self Motivated
- Integrity

## **CERTIFICATION AND LICENSES**

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### **International Institute of Project and Safety Management**

Certificate of full registration as a Project Manager Professional  
Registration number IIPSM 13634

### **International Institute of Human Resource Management**

Certificate of full registration as a Human Resources Manager Professional  
Registration number IIPSM 13634

**National Youth Service Corp (in View)**  
**GROUPS**

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**Nigerian Red Cross Society**

November 2022 to Present

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**HOBBIES**

Traveling, Music, Writing, Designing, Thinking Deep, Trying New Positive Things, Finding Solutions...

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**REFEREES**

AVAILABLE ON REQUEST