**DARAMOLA, MARY MOYINOLUWA**

**CONTACT:**

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**Phone numbers:** +2348074236522, +2348068315797

**Address:** 23, Olumbe Bassir, Estate, Ashi, Bodija, Ibadan, Oyo State

**Nationality:** Nigeria

**Marital Status:** Single

**PERSONAL STATEMENT:**

I ama proactive, vision driven and highly motivated personnel with keen communication skills. My proficiency in Microsoft office suite and outlook is excellent, and I have developed skills in Canva graphic design, data analysis, sound communication and human relationship management, social media management and digital marketing strategies.

As a creative writer, educated to degree level in mass communication, and with in-depth knowledge in communication and public relations, I demonstrate high commitment to work, ensuring value delivery to time, budget and vision-set. I am highly motivated to pursuing a career in mass communication and journalism.

**SKILLS:**

* Computer literacy, data analysis, leadership role, good time management, Canva design, entrepreneurship, good communication, quick adaptability to new things and environs, administrative and human relationship management, baking and event coordinating

**TOOLS HANDLING:**

* Computer systems, microphone, social media handles, journals

**WORK EXPERIENCE**

* **Marketleag Tech Company, Yemetu Ibadan 2022**

***Media/ Public Relations***

**Responsibilities:**

* sourced for inventors, Innovators and talents across Africa (Nigeria in particular)
* scheduled interviews with the inventors and wrote several stories on their inventions
* engaged and educate inventors on the need intellectual property rights ownership on their inventions
* **Fontanna International Schools, Kongi, New Bodija, Ibadan 2021**

***Administrative Officer/ Secretary***

**Responsibilities:**

* assisted in inputting, proof-reading and printing of administrative and assessment documents
* prepared and issued students termly and session bills and receipts
* interfaced between school and parents and performed other administrative duties
* **Nigerian Television Authority (NTA), Agodi Gate, Ibadan 2019 – 2020**

***Internship (Programme department)***

**Responsibilities:**

* prepared daily program schedule and assisted in inputting administrative data
* assisted in conducting vox pop interview
* assisted in setting up studio and master control room for daily program scheduled
* as Audio Personnel: offered aid in controlling program, advertisement capture, recording and playback processes
* **Calvary Group of Schools, Osuntokun Avenue, Bodija, Ibadan 2017 – 2019**

***Class Teacher***

**Responsibilities:**

* prepared weekly lesson notes based on standard curriculum
* taught pupils, assessed their academic performance and ensured a well-organized class
* **The Nation newspaper, Fatai Atere, Lagos Jan. 2014 – Jun 2014**

***Industrial Attachment (Advert executive department)***

***Responsibilities:***

* worked in a team, sourced for advert placement and provided professional advertising advice to client
* liaised with the management on organizational matters
* **Insider Weekly Magazine, 36, Acme Road, Ikeja, Lagos Mar. 2012 – Sept. 2012**

***SIWES (News Reporter)***

**Responsibilities**

* wrote news reports, interviewed people on their views on particular storylines
* attended different press conference and carried out research relating to societal issues, which served as news story

**ACADEMIC QUALIFICATIONS:**

* National Open University of Nigeria, Lagos, Nigeria **2016 – 2022**

***Bachelor of Science (BSc) – In mass communication***

* Nigerian Institute of Journalism, Lagos, Nigeria **2011 – 2013**

***National Diploma in mass Communication***

* Golden Touch College, Ikotun, Lagos **2006**

***West African Examination Council***

**CERTIFICATIONS*:***

* Contacta Support Solutions Limited **2023**

***Course: Customer Service Excellence for Front liners***

* National Open University of Nigeria **2022**

***BSc. Mass Communication***

* Entry level.net **2022**

***Diploma in data analysis***

* Entrepreneurship Development Initiative (EDI) Programme **2022**

***Course: Event Management***

* Nigerian Institute of Journalism (NIJ), Lagos **2013**

***ND Mass communication***

**VOLUNTEER, RESEARCH AND SEMINAR EXPERIENCES**

* International Female Youth Summit 4.0 **2023**

***(Digitech for Girls in the 21st Century), Volunteer and Participant***

* Adissa Olowu Magazine **2022**

***(Three Weeks Online Workshop in Creative Writing), Participant***

* International Female Youth Summit 3.0 **2022**

***(Positioning our Youths for the Leadership Role), Participant***

* Sickle cell foundation Nigeria (Media workshop) **2014**

***(Sickle cell Reporting and Advocacy), Participant***

**REFEREES:**

**Olumuyiwa I. Adekunle, ACTI, FCA Paul O. Amoo**

***Principal Consultant Project Coordinator***

Muyesther Global Consult, African Center of Excellence for

2, Olajide Close, UI-Bodija Rd Genomics of Infectious Diseases,

Ibadan, Oyo State Redeemers University, Ede, Osun State

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