

ADESOLA MARY JOSEPH

Ikorodu, Lagos State

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Objective

As a highly driven recent graduate, I seek challenging opportunities where I can fully use my skills for the success of the organization.

Experience

- **Lajos Nursery & Primary School, Lagos** 2014 - 2016
Teacher
Engaged and Impacted students with adequate knowledge in various subjects using instructional materials.
- **Operanews Nigeria** 2020 - 2021
Content Writer
Created contents sourced from verified social media handles and pages.
- **Government Girls Secondary school, Kano State** January 2022 - November 2022
English and Home Management Teacher
Indulged students and promoted intellectual curiosity and positive attitude towards learning through power point presentations.
- **African Field Epidemiology Network (AFENET)** July 2022 - November 2022
Data Collector
Collected data from designated health centers and uploaded to the server for proper monitoring of drugs distribution by the organisation.
- **Lajos College, Lagos** November 2022 - Present
Administrative Officer
Supervise and oversee the smooth running of school activities.

Education

- **Federal University Lokoja** 2021
B.A English and Literary Studies
Second Class Degree
- **Oriwu Model College** 2014
Senior School Certificate Examination (SSCE)
- **Bluegate International Private School** 2008
First School Leaving Certificate

Skills

- Competent Writing
- Basic Ms office tools
- Eloquent Presentation
- Project Management
- Managing Groups
- Human Resource Management

Projects

- **Organising Committee, NYSC Quiz Competition**
NYSC Local Government inter- Schools competition, organized to assist Corp members of the Local Government Area in recognizing strengths and weaknesses of the students in their respective Primary Places of Assignment.
- **Kuidawa Community Computer Centre, Kano State**
Revitalised dilapidated computer centre in the Community and engaged teenagers in the community on how to

operate the computer system.

Assisted in Engaging teachers in the local government area, as directed by the state government, in learning basic computer skills for adequate teaching in classrooms.

- **Secretary, Departmental Final Year Committee**

Took note of minutes of meetings and gave feedback to the department on committee's decisions.

Awards And Recognition

- **Student Union Awards**

Best Tutor, English and Literary Studies

Set '16

November, 2021

- **Kuidawa Community**

Certificate of Excellence

November, 2022

- **Government Girls Secondary School Kuidawa Kano State**

Certificate of Appreciation

November 2022

- **NYSC Dawakin - Tofa Education Community Development Service Group**

Certificate of Appreciation

November, 2022

Personal Details

- Date of Birth : 16-11-1998

- Marital Status : Single

- Nationality : Nigerian

- Gender : Female

Languages

- English

- Yoruba



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