

# BAMIDELE DAMILOLA JOSHUA

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## Professional Summary

Detail Oriented Administrative Professional, diverse experience in administrative management and customer services. Proven ability to quickly build relationships with both clients and business audiences. Quick-learning with excellent multitasking skills and ability to quickly master new technology

## Core Competence

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- Service Management Skills: Efficient service management to execute given tasks and achieve goals.
- Communication Skills: Proficient in English Language and communicates well in oral and written formats.
- Complex Problem-Solving Skills: Ability to identify complex problems, and implement solutions.
- Team Player & Leadership Skills: Ability to lead a team, resolve conflict, organize, and establish rapport.
- Technical Skills: Proficient in Microsoft Office Suite (Word and PowerPoint).
- Design Skills set: Ability to use design software (CorelDraw, Photoshop and Figma)

## Work History

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**Classroom Teacher (Teaching Practice 2)**, October 2022 to November 2022

**OKC International School** – Ilorin, Kwara State.

- Taught Basic Science matter based on information from textbooks and other educational materials.
- Drove student learning by establishing classroom plans and group objectives, as well as actionable strategies.
- Established and enforced rules of behavior to drive social development and maintain positive interactions.
- Used tests, quizzes and other assignments to gauge students' learning and determine understanding of subject

**Classroom Teacher (Teaching Practice 1)**, June 2022 to July 2022

**Akoko Anglican Grammar School** – Arigidi-Akoko, Ondo State.

- Planned lessons for allotted time to strengthen weak subjects and build skills in Basic Science
- Enabled underachieving students to reach attainment levels by providing individualized coaching
- Defined and enforced student academic achievement standards in line with district goals and objectives.
- Established positive, stimulating learning environment for students and exciting focused setting for teachers

**Health Communication Officer (Student Industrial Work Experience Scheme)**, June 2021 to July 2021

**Leah Medical Centre** – Ilorin, Kwara State.

- Demonstrated experience in global health or humanitarian communications
- Designed and developed materials for mass market, media and policy audiences
- Communicate on health topics and health-focused research accurately and effectively
- Communicate and advocate on emerging health issues in health care

### **Professional Training**

- Trained as a Digital Ambassador on the principles of Africa Agenda 2063 and digital advocacy to contribute directly to Africa's transformation and development using digital platforms to raise awareness, mobilize support and encourage participation in Agenda 2063 initiatives – La Plage Meta Verse
- Trained as an International Volunteer to ensure my efforts towards contributing positively to the community – Young Foundation Line for Social Development

### **Education**

**B.Sc (Ed.)** : Health Education, 2022

**University of Ilorin**– Ilorin, Kwara State

**Secondary School Leaving Certificate**, 2017

**Lakunce Citadel College** – Oru-Ijebu, Ogun State