

TEGA SOPHIA ETAFE

CONTACT INFORMATION

Address:

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OBJECTIVE:

As a Botany Science graduate with a passion for education and a diverse skill set, I bring a unique blend of academic expertise and practical experience to the table. My educational background has equipped me with a deep understanding of plant biology and ecology, while my teaching experience has honed my ability to effectively convey complex concepts to students of varying levels. My time as a secretary has developed my organizational and communication skills, allowing me to seamlessly manage administrative tasks and coordinate efforts. Additionally, my experience in virtual assistance has strengthened my adaptability in the digital landscape. I am eager to contribute my knowledge, enthusiasm, and versatile skill set to further educational and professional endeavors.

SKILLS SET

- Effective virtual communication and teaching skills.
- Proven Data analysis and research skills.
- Effective interpersonal and collaborative skills.
- Exceptional task management and organizational skills.
- Communication and leadership skills.
- Excellent critical and creative thinking abilities.

IT AND DIGITAL LITERACY SKILLS

Proficiency in Microsoft Word and virtual assistance software tools.

WORK EXPERIENCE

SECRETARY

ST. ENDAS COLLEGE, AGBHARO

C.O.A PRINTING PRESS – WARRI, DELTA STATE

GREENLAND HOSPITAL

2017-2018

- I provided administrative support to ensure the smooth functioning of the office/organization. Also managing appointments, answering phone calls, organizing meetings, maintaining files, drafting documents.
- Handled email correspondence, greeted visitors, and assisted with basic bookkeeping tasks.
- I assisted in addressing client inquiries and resolving payment-related issues.
- I was able to work efficiently in a fast-paced environment.
- I monitored office supplies, equipment, and facility management include ordering supplies and arranging for equipment maintenance or repairs.

SUBJECT TEACHER

NYSC- NATIONAL YOUTH SERVICE CORPS
GILEAD HEIGHT COLLEGE – UBEJI WARRI, DELTA STATE

2019-2020
2020 -2021

- I created lesson plans, delivered engaging lessons, managed classrooms, assessed student performance, and communicate with parents.
- I was able to adapt to new teaching methods to meet the diverse needs of young learners.

EDUCATION

B.SC, Bachelor of Science in Botany Science.
Ambrose Alli University, Ekpoma, Edo state.

2019

REFERENCE

Available upon request.