

## SKILLS

### WORK

Word	■	■	■	■	■	■	■
Excel	■	■	■	■	■	■	■
Powerpoint	■	■	■	■	■	■	■

### PERSONAL

Analytical Skills	■	■	■	■	■	■	■
Communication	■	■	■	■	■	■	■
Adaptive skills	■	■	■	■	■	■	■
Proactivity	■	■	■	■	■	■	■
Teachability	■	■	■	■	■	■	■
Team player	■	■	■	■	■	■	■
Creativity	■	■	■	■	■	■	■
Social skills	■	■	■	■	■	■	■

### LANGUAGES

English	■	■	■	■	■	■	■
Yoruba	■	■	■	■	■	■	■

## REFEREES

Available on request.

## OJO TEMILOLUWA DEBORAH

No 52, Amuro Onilu, Olode, Adegbayi Ibadan  
09032294033 | ojotemidebby@gmail.com| Female

### OBJECTIVE

- To work in an environment where I can learn and add value to the corporate organization through value adding services.

### EXPERIENCE

November 2020 - Present.

#### RIANA'S CLOSET

##### Founder/ Chief Executive Officer

- Created a brand that was centered around providing university student with affordable and quality clothing.
- Ensured and monitored proper deliveries of customers order with minimal to zero complaints from customers
- Strategies implemented in gearing brands growth resulted in above 70% growth in customers base and social media engagements in a period of 1 year.

January 2023 - March 2023.

#### JOKAT PARTIES, LUGBE, ABUJA

##### Sales Personnel and Supervisor

- I was in charge of the store, sales of good and ensured proper record of stocks and goods
- Ensured proper communication with customers which resulted in about 50% customer retention and improve in sales overall
- Supervised 2 sales people in ensuring orderliness, proper communication between customers and proper documentation of store records

March 2022 - February 2023.

#### DALHATU ARAF SPECIALIST HOSPITAL, LAFIA (NYSC)

##### Social Welfare Officer

- Served as an intermediary between Factors and Patients; ensuring proper communication between both parties
- Took care of patient needs and interacted with them in ensuring their stay at the hospital was as comfortable as possible
- Ensured proper documentation of complaints, reports and necessary task assigned to me by my superiors

## **EDUCATION**

**BACHELOR OF SCIENCE (B.Sc)** (2017 - 2021)

Physiology (Second Class Lower Division)

University of Ibadan, Nigeria

**ORITAMEFA BAPTIST MODEL SCHOOL** (2010 - 2016)

West African Senior School Certificate (WASSCE)

## **VOLUNTEER WORK**

- **PROPER CHILD INITIATIVE** - (VOLUNTEER MEMBER)  
FEBRUARY 2022 - PRESENT
- **FEED A CHILD INITIATIVE 2.0** - (VOLUNTEER MEMBER)  
JUNE 2019 - PRESENT

## **CERTIFICATIONS**

- **CARDIOPULMONARY RESUSCITATION TRAINING-**  
(YOUR HEALTH TV) SEPTEMBER 2022
- **NATIONAL YOUTH SERVICE CORP (NYSC)** - (DALHATU  
ARAF SPECIALIST HOSPITAL LAFIA) MAY 2022
- **CHILD PSYCHOLOGY** - (OXFORD HOME STUDY  
COLLEGE) APRIL 2022
- **CRISIS MANAGEMENT-** (LONDON SCHOOL OF PUBLIC  
RELATIONS LIMITED ) JANUARY 2022