

Oluwakemi Oyewumi

SUMMARY

A skilled administrative assistant supporting executive-level staff in fast-paced environments. Demonstrated ability to manage multiple projects simultaneously while maintaining a high level of accuracy and attention to detail. A proactive problem solver with excellent written and verbal communication skills. Proven track record of effectively managing administrative functions to support smooth office operations.

PERSONAL DETAILS

Address

Moremi Estate, Ile Ife, Osun.

CONTACT

✉ oyewumioluwakemi@gmail.com

WORK EXPERIENCE

● Personal Assistant

COMMUNITY GRAMMAR SCHOOL, IWO ROAD, OYO. SEP 2021 – AUG 2022

Tasked with providing administrative support to the Principal including

- Preparing proposals and reports
- Coordinating customer events
- Managed phone calls, customer inquiries, and correspondence
- Appointment and meeting scheduling
- Maintained an accurate filing system.

● Teaching Instructor

SCHOOL OF SCIENCE, ILE-IFE, OSUN. SEP 2019 – OCT 2019

Responsible for creating and implementing teaching curriculum, other responsibilities include

- Assigning homework
- Grading homework and assessments
- Evaluating and providing support to students to stay engaged in learning

● Teaching Instructor

SEVENTH DAY ADVENTIST SCHOOL, ILE-IFE, OSUN. OCT 2018 – NOV 2018

Responsible for creating and leading classroom lesson plans which also involved

- Developing and implementing curriculum
- Planning and leading class activities
- Assigning homework
- Grading homework and assessments and tracking students' progress
- Maintain a positive learning environment

EDUCATION

● English (Bachelor of Education) [Second-Class Upper]

OSUN STATE UNIVERSITY 2016 – 2021

SKILLS

