

WORK RESUME

ADEBAJO OLUWADARASIMI

Address: 5 Heming Trail, Ancaster

Cell: 289-7755-107

Email: daraadebajo@icloud.com

Objective: To obtain knowledge and gain experience in the day to day activities in a business through a part time job. Disciplined with great data entry, data management and word processing talents. Offering a great attitude and strong work ethic. Excel at providing proactive customer service in hospitality establishments. Well versed in Microsoft Office with accuracy in data entry. A well season high school graduate with the ability to communicate and work in harmony with other co-workers

EDUCATION

HIGH SCHOOL DIPLOMA

Redeemer's International Secondary School Lagos, Nigeria (2013-2019)

BACHELOR OF ARTS- BUSINESS MANAGEMENT

Redeemer University College, Ancaster(2019- present)

WORK EXPERIENCE

Teaching Volunteer

The King's School Lagos, Nigeria, September 2017- December 2017

- Graded assignments quickly to assess student progress and communicate results with students, parents and the school.
- Engaged in comprehension reading and spelling exercises to improve the word vocabulary of the students
- Prepared lesson plans according to assessment of student needs and learning ability.
- Devised and implemented strategies to create and maintain cohesive school community within virtual classroom setting.
- Implemented reading and writing workshops to increase student literacy and support school reading programs.
- Met with administrators and department team members to work on curriculum planning and assessment methods.

Core Skills

- Good communication skills, ability converse with co-workers, convey reliable information from reliable sources, ability to perform work perfectly in teams and individually as well.
- Good numeracy skills, ability to deal with calculations and graphs
- Telephone etiquette
- Problem solving skills
- Event planning and execution
- Data management
- IT skills, technologically savvy, able to use Microsoft Word, Microsoft PowerPoint, Excel Emails and the Internet.

Accomplishments

- Titled as the best essay writer in the senior secondary school category(2018)
- Award for the most outstanding prefect for the 2018-2019 academic school year
- Taught reading and literacy to underprivileged pupils at the King's school Lagos utilizing course of study adopted by the school board

Interests

- Sporting
- Traveling
- Child care
- Cooking
- Reading
- Blogging

I have always had a passion for reading books from a very young age. I read both fiction and non-fiction books preferably romance, suspense and drama. I actively engaged in sporting activities in high school such as long distance race, 800 metres and 1500 metres races to be specific, women's relay team, long jump and high jump, i have received 15 medals and 10 certificate over my 6 years in secondary.