

ADEGBITE, DAMOLA BRIDGET

7, Anjorin Crescent, Orogun, Ibadan, Oyo State, Nigeria.
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PROFESSIONAL PROFILE

A recent graduate with a successful academic and work track record, bags of enthusiasm, eager and looking forward to playing a key role in the labour market. Possessing a desire to succeed. Target driven and tenacious. An ardent reader who is able and willing to impart knowledge. A bright, articulate individual with excellent communication and interpersonal skills ready to give to success and drive my ambition to where I can make real impact.

CORE COMPETENCIES

- Ability to work excellently in a team
- Public presentation
- Commendable Leadership abilities
- Proficient written and oral communication skills
- Proficient in General Computing
- Action-oriented, goal-driven
- Excellent in business development
- Innovative and creative approach to problem-solving
- Excellent Organizational Skills
- Excellent time manager
- Critical Thinking skills
- Customer Service Manager
- Relationship Manager

WORKING EXPERIENCE

NYSC/Assistant Administrative Officer (August 2019 – June 2020)

State Universal Basic Education Board (SUBEB)

- Updating office policies as provided by the state law and provisions
- Distributing and store correspondence (e.g. letters, emails and packages)
- Preparing reports and presentations with statistical data, as assigned

Executive Officer (April 2017 – May 2017)

Olabisi Onabanjo University, Ago-Iwoye, Ogun State

- Maintained and updating departmental/unit database
- Organized a filing system for important and confidential departmental documents.

Class Teacher (Sept. 2014 - Jan.2015)

God's Speed Nursery and Primary School, Bodija, Ibadan, Oyo State

- Writing of Lesson Notes while ensuring a good command of English is been applied.

- Effective use of strong interpersonal skills when relating with students on subject being taught and responding to their questions.
- Communicating effectively with other staff and students.
- Marking and grading of exam scripts while effectively using strong analytical skills.

VOLUNTARY/LEADERSHIP WORK EXPERIENCE

Project Manager

NYSC-Sustainable Development Goals, Abeokuta South (Aug 2019 – June 2020)

- Monitored and reported risks, issues, and progress of the targeted community
- Ensured every significant participant has an opportunity to express opinions and concerns
- Oversaw and executed a project that concerns with achieving Goal 3 (Good health and Wellbeing) in Abeokuta South in order for market women make use nose mask for protection from sand particles, thus, follow up was done.
- Engaged in periodic report writings

EDUCATION

Olabisi Onabanjo University, Ago-Iwoye, Ogun State **2014 – 2018**
B.Sc. Public Administration

United Missionary Comprehensive College, Molete, Ibadan **2010 – 2013**
West Africa Secondary School Leaving Certificate (WASSCE)

Francis ‘M’ School, Iwajowa Layout, Agbowo, Ibadan **2000 – 2006**
First School Leaving Certificate (FSLC)

PROFESSIONAL/OTHER CERTIFICATIONS

International Strategic Management Institute
Certificate in Chartered Institute of Strategic Management (CISM). **2020**

International Strategic Management Institute
Proficiency Certificate in Strategic Management (PCISM) **2020**

REFERENCES

Available on request