**OJO Juliana Tolulope**

**6,I.K Dairo,Gate Ibadan,**

**Oyo State, Nigeria.**

**Phone Number**: +2349056091726

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**CAREER OBJECTIVE**

Become a resourceful personnel well equipped and highly valued in the corporate world and beyond through personal and professional development coupled with inherent skills, driven with the pursuit of proffering solutions to every challenge with an in-depth insight thereby fostering the achievement of the organizational goal.

**PROFILE**

A well trained and qualified results oriented professional with over 7 years’ experience in position of increasing responsibilities and duties, a top performer and team player with developing and executing business initiative that deliver on operational objectives which drives the organization’s growth.

**September 2017 - March 2019 Great minds school**

**Position** Secretary

**RESPONSIBILITIES**

* Organize quiz and assessments
* Design and implement the school curriculum activities
* Organize and supervise the students field trips
* Resolve complaints or disputes among students
* Ensure rules and regulations are adhered to
* Develop strategies to promote the institute
* Provide guidance and constructive criticism in project writing

**KEY ACHIEVEMENTS**

* Staff performance have increased from 14% to 55% within three months
* Student field trips has been so thrilling, fun-filled and educative
* Cordial relationship among teachers
* Student willing to proceed into the programme has increase

**January 2011- March 2013 Tad Group of Schools**

**Position** Class Teacher

**RESPONSIBILITIES**

* Coordinated the indomitable club within the school
* Facilitated the training of students about HIV/AIDS and reproductive health
* Pioneered the health club within the school

**KEY ACHIEVEMENTS**

* Excellent performance of the students
* Projection of Indomitable club’s drama on air

**January 2008- March 2010 Foundation School**

**Position** Class Teacher

**RESPONSIBILITIES**

* Coordinated the Jet club
* Served as staff secretary

**KEY ACHIEVEMENTS**

* Excellent performance of Primary 5 pupils in common entrance examinations
* Students performed an exhibition of an artificial jet during end of year party
* Documented the minutes and took records of latest development within the school

**BIO-DATA**

**Gender:** Female

**Date of Birth:** 12th July, 1991

**Nationality:** Nigerian

**Local Govt, Area:** Oye

**State of Origin:** Ekiti State

**Marital Status:** Single

**Next of kin:** Ojo Oluwatobiloba

**Languages Spoken:** Yoruba and English

**VALUES**

* Diligence
* Erudite
* Honesty
* Team work

 **ADDITIONAL SKILLS**

* Supervisory skills
* Organizing skills
* Managerial skills
* Leadership and decision-making skills
* Presentation skills
* Microsoft Office Applications proficiency especially Word and PowerPoint

**EXTRA- CURRICULAR ACTIVITIES/ SKILLS ACQUIRED**

**Humanitarian Societies (First aid skills and Community Service)**

* Nigerian Red Cross Society, Edo Branch
* Peer Educator Trainer on HIV/AIDS prevention and reproductive Health (NYSC Scheme)

**Business seminar, Sanctuary of Hope Church, Ile-Ife Osun State**

**Impact**: Entrepreneurship skills

**Rebrand Generation, leadership summit Platform 10.1, Covenant Christian Centre Lagos.**

**Impact**: Leadership training

**HOBBIES**

* Writing
* Reading
* Counseling
* Organizing and planning

**ACADEMIC PROFILE**

**Certificate in Enterprenurial English for specific purposes**

Obafemi Awolowo University,Ile-Ife,Osun State **(Jan 2017 - Feb 2017)**

**B. Arts English Language (Second Class Division)**

Obafemi Awolowo University, Ile-Ife, Osun State **(2013 - 2017)**

**Senior Secondary School Certificate**

Blessed Assurance Academy, Ogun State **(2004 - 2008)**

**Junior Secondary School Certificate**

 Patterson Memorial Baptist Grammar School, Ogun State **(2002 – 2004)**

**Primary School Leaving Certificate**

Dominion Child’s School,Akute Ogun State **(1997 - 2002)**

**REFEREES**

Prof E.T.O Babalola Prof Y.K Yusuf

Professor Professsor

Dept. of English Language Dept. of English Language

Obafemi Awolowo University Obafemi Awolowo University

Ile- ife, Osun state. Ile- ife, Osun state