

# EUNICE AGBAJE TEMITOPE

Abuja, Nigeria

DOB-3rd Jan 1998, 09062370060 [agbajeeunice24@gmail.com](mailto:agbajeeunice24@gmail.com)

Eunice is a French Graduate with a passion to develop her abilities in Administration, Human Relation and International Operations for Non-Governmental Organization. She is young, energetic, and innovative with a commitment to continuous learning and providing support within a team in achieving project objectives.

## **EDUCATION**

**University of Ilorin, Kwara State, Nigeria**

**August 2018**

*Bachelors of Art in French*

Coursework; Advance French Language

**Apostolic Faith Secondary School, Kwara**

**July 2014**

*West African Examination Council*

## **PROFESSIONAL CERTIFICATIONS**

*Le Delf B1 - Alliance Française (Republique Française, Centre International études Pédagogiques)*

*Certified Music Notation Translator (AFC Music School)*

## **TRAININGS**

*Entrepreneurship and Business Management Process Skill Edge Ltd (NYSC)* **Oct 2018**

*Fashion Designing Normerson Fashion Home Bauchi* **Jan 2019**

## **LEADERSHIP POSITION HELD**

*Secretary* **Association of Visiting Secretaries Kwara (Religious Base)**  
*Hostel prefect* **Apostolic Faith Secondary School, Kwara State (2012-2014)**

## **WORK EXPERIENCE**

*Administrative/ Liaison Officer, Nigerian Army Corp Bauchi* **October 2018**

- Work independently and within a team on special nonrecurring and ongoing projects. Acts as project manager for special projects, which may include planning and coordinating multiple presentations, disseminating information, coordinating direct mailings.
- Maintain filing systems in collaboration with other administrative staffs; Coordinate administrative workflow with administrative assistance; retrieve this information from files when needed.
- Ensure all administrative matters and logistics of the office are running smoothly
- Prepared agreed activity and meetings reports on a timely basis for the attention of military officers and other relevant parties.
- Supporting the financial administration and assist in the implementation of programmatic activities.

*Assistant Coordinator, Giving Hands Charity Foundation, Kwara (Voluntary)*

**Jan 2017-Date**

- Identifying vulnerable persons within local communities, establishing their needs and coordinating support
- Ensuring effective Data collections and maintaining Data base of supported individuals
- Drafting proposals for fund raising and liaising with relevant local government stakeholders and royalties during presentations of gift items to the vulnerable
- Assist with logistics for meetings, including finding a suitable venue, confirming dates, sending, and tracking invitations with participants, including high-level officials.

### **SKILLS**

- Computer Literate with proficiency in Basic Microsoft Packages and applications
- Project management skills
- Oral and written communication skills
- Leadership skills

### **ATTRIBUTES**

- High attitude toward learning
- Inspired by corrections
- Flexible and organized
- Integrity and objectivity
- Physical and mental alertness

### **REFEREES**

Prof. M.O. Adewumi  
Department of Agriculture  
University of Ilorin, Ilorin, Kwara state  
08033769233