**ADAUGO OBIALO**

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**CAREER PROFILE**

A self motivated and diligent professional with excellent time management abilities and always punctual, active listening skills to follow instructions precisely, strong communication abilities including written and oral, quick learner and avid multi tasker, seeking an entry-level position to begin my career in a high-level professional environment.

**Skills**

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| --- | --- |
| * *Human Capacity Development* * *Performance evaluation* * *Leadership & Organizational skill* * Business Processes Improvement * Microsoft Proficiency | * *Learning Solution Development* * *Documentation & Record Handling* * *Growth and Expansion Strategy* * *Excellent Communication Skills* * *Project Planning and Management* |

**PROFESSIONAL SUMMARY**

***Executive Assistant to the CEO January 2019 – Present***

***Charlified Services Limited***

* Manage the CEO’s office and organise his meetings by booking facilities and meeting rooms and also ensuring they are properly equipped; for example, with video conferencing equipment.
* Management of the CEO’s hectic schedule.
* Schedule meetings and ensure notice goes out to all attendees.
* Resolve diary clashes.
* Communicate directly to the board on behalf of the CEO.
* Screen incoming calls, make notes of essential information and prioritize the calls to be returned by the CEO.
* Keep all corporate documents including charters, laws and board meetings minutes.

***Automobile Technician and Administrator  October 2017 – November 2018***

***MCI Automotives***

* Juggled as an Automobile Technician and Administrative staff
* Performed maintenance and repair on customer vehicles.
* Identified problems with vehicles using the diagnostic equipment.
* Explained automotive repairs and issues and provide great customer service.
* Planned repair procedures using charts manuals and experience.
* Tested the functionality of parts and systems
* Performed basic auto care and maintenance tasks such as oil changes, fluid level checks, and tire rotation.
* Performed routine maintenance and general mechanic work on vehicles.
* Helped keep repair shop clean and organized.
* Kept a professional appearance.
* Saved cost by doing a professional voice over and motion graphics design that would have cost not less than 100,000.00 naira to execute.
* Trained two interns on customer service and office procedures

***Academic Home Tutor  April 2016 – November 2018***

***Wilmark Edus. Consult***

* Scheduled tutoring appointments with students or their parents.
* Researched and recommended textbooks, software, equipment, or other learning materials to complement tutoring.
* Prepared and facilitated tutoring workshops, collaborative projects, or academic support sessions for small groups of students.
* Participated in training and development sessions to improve tutoring practices or learn new tutoring techniques.
* Organized tutoring environment to promote productivity and learning.
* Monitored student performance and assisted students in academic environments, such as classrooms, laboratories, or computing centers.
* Reviewed class material with students by discussing text, working solutions to problems, or reviewing worksheets or other assignments.
* Adeptly created study materials in a variety of academic subjects which helped the students improve their test scores and GPAs.
* Strong interpersonal skills in working with students to help them achieve and succeed.

***Student Quality Control Intern May 2015 – October 2015***

***Seven-up Bottling Company***

* Inspected raw materials to ensure consistency and integrity
* Maintained tested and troubleshoot all instrumentation devices
* Tested a certain percentage of all products based on industry standards
* Reported problems or concerns to senior management immediately
* Managed our quality assurance division and ensure all employees meet their required quotas
* Assisted in the operation, maintenance and control of test equipments to ensure accuracy and precision.
* Daily input of data in Microsoft Excel spreadsheets.

***Student Teacher Assistant******August 2013 – April 2015***

***Headstart Private School***

* Worked with the lead teacher to monitor the class schedule.
* Assisted teachers with lesson preparation by getting materials ready and setting up equipment.
* Revised lesson material with students individually or in small groups.
* Ensured the classroom environment is safe and clean.
* Oversaw students during non-classroom times including in-between classes, during lunch, and on field excursions.
* Collaborated with lead teachers to recognize issues students are facing and recommend solutions.
* Documented student progress and communicate with parents to keep them informed.
* Help lead teachers to create lesson plans.
* Complied with state, school, and class rules and regulations.
* Attended all training classes, parent conferences, and faculty meetings.

**Education**

* BSc. in Biochemistry; **Abia State University-2016**

**PROFESSIONAL CERTIFICATION/ TRAINING/ MEMEBERSHIP**

* Data Science; **Massachusetts Institute of Technology** **(In View)-2020**
* Human Resource Management; **Chartered Institute of Personnel Management (In View)-2020**
* Leadership and Customer service; **Federal Ministry of Youth Development, Abuja-2015**