

# Idowu Toluwas e Victoria

A result driven, visionary and self-motivated graduate seeking to obtain a job position at your reputable organization, where I can use my guidance and counseling knowledge and other skills in organization development to improve or increase the output of firm, and at the same time gain in valuable experience and fulfillment from my work.

## Contact

### Address

Kofo duplex homes  
Adeoyo, ring road, Ibadan.

### Phone

+2349152542742

### E-mail

Toluwasevictoria9490@gmail.com

## Skills

### Team Work



### Customer Service



### Organization



### Written and Verbal Communication



### Attention to Details



## Work History

2021-04 -  
Current

### Receptionist

*Mhideymax Construction, Ibadan, Oyo State.*

- Devised overall strategy for documentation and identified design sets planned for each stage of work including as-built designs and final building information models
- Reviewed, checked and filed drawings by architectural technicians, CAD technicians and drafters.
- Met with municipal building department and other governing agency officials to coordinate approvals.
- Planned and led professional development reviews.
- Created, printed and filed all useful documents in the office.
- Attended all team meetings to resolve technical and project issues, coordinate with team members and review project schedules.

2019-09 -  
2020-07

### Class Teacher

*Queen of Apostle, Ekiti, Nigeria.*

- Assessed submitted class assignments, determined grades and reviewed work with struggling students to boost success chance.
- Used tests, quizzes and other assignments to gauge students' learning and determine understanding of course materials.
- Leveraged diverse learning strategies to prepare students for higher-level education requirements.
- Kept classroom environments consistent and focused on learning by establishing and enforcing clear objectives.
- Evaluated and revised lesson plans and course content to facilitate and moderate classroom discussions and student-centered learning.

2018-02 -  
2018-03

### Practicum in Counseling

Experience in Variety of  
Confectionaries

Very Good

Microsoft Office expert

Very Good

Basic Computer  
Operations

Good

*Ajolagun High School, Ikere Ekiti, Nigeria*

- Crisis counseling for high school students
- Directed and coordinated students' activities
- Provided individual and small groups counseling for students
- Consulted and collaborated with school staff and parents
- Corrected and counseled students with juvenile crimes

2016-02 -  
2017-03

## Teacher/Teaching Practice

COMMUNITY OLUVA HIGH SCHOOL, Igbara-Oke, Ondo, Nigeria

- Taught Civic Education Subject.
- Gave periodic assessment evaluation tests to monitor student's learning progress.
- Graded students' performances through series of tests and assignments and terminal examination.

## Education

2019/06-  
2020/07

**National Youth Service Corps**  
( NYSC)

2014/11 –  
2018/03

**Bachelor of education: Guidance and  
Counseling**  
*University of Nigeria – Nsukka, Nigeria..*

2007/04 –  
2013/03

**WASSCE ( O'Level)**

*Goodness Royal College, Offa , Kwara State.*

## Interests

Traveling

Baking

Online research

## Referees

- **ARC AKINWUMI. A . R**  
*Mhideymax Constructions, Peace and Progresse Estate Akobo*  
*Ibadan, Oyo state.*  
**Tel: 08166550282**