

# TOOSIN AKINLOYE

No 2, Aromolaran street, Old Ife Road, Ibadan, Oyo State.

**Phone:** +234(0)8130590907 **Email:** tomisinakinloye@gmail.com

**Sex:** Female / **State of Origin:** Osun State / **Local Government Area:** Ife East

**Date of Birth:** 31st August / **Marital Status:** Single / **Religion:** Christianity

**Nationality:** Nigerian

## Professional Summary

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Team Oriented bringing enthusiasm, dedication and an exceptional work ethic. Success in working within collaborative environments to drive business and sales goals with the ability to work with leadership to optimize workflows and operations.

## Education

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- National Youth Service Corps - April 2018-March 2019  
Ministry of Health, Ibadan,  
Oyo State.
- Bachelor of Technology, Food Science and Technology - Jan 2011 to Dec 2017  
Ladoke Akintola University of Technology, Ogbomosho,  
Oyo State.
- Secondary School Leaving Certificate - Jan 2003 to Nov 2009  
Holy Spirit Catholic High School, Modakeke,  
Osun State.
- Primary School Leaving Certificate - Jan 1995 to Dec 2002  
Acada Nursery and Primary School, Modakeke,  
Osun State.

## Certificate Obtained with Dates

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- B.sc in Food Science 2017  
Second Class Honors (Lower Division)

## Highlights

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- Works well under pressure
- Exceptional Interpersonal Skills
- Highly Responsible and Reliable
- Team Collaboration
- Inventory Management
- Friendly
- Customer Service

## Work Experience

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### **Class Teacher at Great Kiddies Academy.**

December 2021 – July 2022

- Establish and communicate clear objectives for all learning activities.
- Prepare classroom for class activities.
- Provide a variety of learning materials and resources for use in educational activities.
- Observe and evaluate student's performance and development.
- Assign and grade class work, homework, tests and assignments.

### **Class Teacher at Omolayo Model School.**

February 2021 – December 2021

- Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning.
- Develops schemes of work, lesson plans and tests that are in accordance with established procedures.
- Instruct and monitor students in the use of learning materials and equipment.
- Use relevant technology to support and differentiate instruction.
- Manage student behavior in the classroom by establishing and enforcing rules and procedures.

### **Receptionist at Bon Hotels, Ibadan.**

December 2020 – February 2021.

- Greet all guests and assist them with check-in and check-out.
- Maintain a positive attitude and friendly demeanor.
- Respond to all guest questions and requests.
- Answer and forward phone calls.
- Manage guest bookings and reservations.
- Keep a tidy and orderly workspace.

### **Receptionist at Caricare Service Center**

August 2019 - November 2020

- Welcome guests
- Answer phone calls
- Manage incoming and outgoing Mails
- Directing staff and clients to appropriate places in the office
- Ensure cleanliness and orderliness

### **Sales promoter at Oppo mobile.**

March- June 2019

### **Training at mutual benefit insurance company**

March 2019

### **National Youth Service Corps**

Ministry of Health, Ibadan, Oyo State.

April 2018 - March 2019

**Independent National Electoral Commission (INEC)**  
Work as AD-hoc Staff (*Assistant Presiding Officer (APO 1)*)  
Bodija Ibadan, Oyo State.

March 2019

**Industrial Training Student**  
Osun State Water Corporation - Ede, Osun State

Jul 2015 to Feb 2016

- Worked at the quality control session of the corporation
- Monitored and performed water analysis
- Checked and maintained equipment conditions

**Apple links Enterprises - Ile-Ife, Osun State.**  
*Position Held: Cashier Manager*

Apr 2013 to Aug 2014

- Customer Service Relationship
- Record and Input Customer orders into the voucher ensuring correct input.
- Preparing delivery records
- Maintaining inventory and stocks

**Marcus Nig. Limited – Ile-Ife, Osun State**  
*Position Held: Cashier*

Feb 2009 to Jan 2011

- Welcoming customers entering the store in a warm and professional manner
- Receiving payments for customers for goods sold
- Recording daily transactions
- Helped to resolve customer issues including incorrect orders to sustain customer satisfaction.

## Hobbies

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- ✓ Reading
- ✓ Writing fictions and poems
- ✓ Travelling and
- ✓ Learning New Skills(cakes, hand made bag)

## Referees

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### **Mrs Bukola Awojide**

Sales Manager

Apple links Enterprises

No 20, New Ibadan Road, Mayfair, Ile-Ife, Osun State.

+234(0)8038013224

### **Revd. Father Pius Odediran**

Parish Priest

St. Francis Catholic Church

P.O BOX 14 Oke-Iraye, Modakeke, Osun State.

+234(0)8033711005

