**OJO, OLAYINKA GRACE**

**30 Benin Street, Sabon-Gari, Zaria, Kaduna State.**

**+2347035680116, olamideu14pe1022@gmail.com**

**SEX**: Female

**NATIONALITY:** Nigerian

**DATE OF BIRTH:** 5th February, 1993

**CAREER OBJECTIVE**

Olayinka is an energetic and passionate individual with experience in education, administration and secretarial roles. Places emphasis on efficiency and fastidious attention for detail, while mastering the art of team work, synergy and mentorship.

**INSTITUTIONS ATTENDED**

* **AHMADU BELLO UNIVERSITY, ZARIA(2014-2018).**

Bachelor of Science Degree in Physical and Health Education.

* **ROCKLAND SCHOOL, KOTORKOSHI, ZAMFARA STATE(2017-2018).**

Basic Certificate in First Aid and Disaster Management.

* **FEDERAL COLLEGE OF EDUCATION, ZARIA, KADUNA STATE(2010-2013).**

Nigeria Certificate in Education in Biology and Chemistry.

* **DIAMOND ACADEMY SECONDARY SCHOOL, AGERY ROAD, ZARIA, (2003-2010)**
* Senior School Certificate (SSCE)
* Junior Secondary school Certificate
* **JA’AFARU L.E.A PRIMARY SCHOOL, SABON GARI, ZARIA, KADUNA STATE (1997-2003)**

First School Leaving Certificate.

**WORK EXPERIENCE**

**NYSC INTERN, PHYSICAL TRAINING WING, 33 ARTILLERY BRIGADE, NIGERIAN ARMY, BAUCHI (June 2019 – May 2020).**

* Assisted in the preparation and designing of monthly training program for men and women of the Nigerian Army, Shawanka Barracks, Bauchi.
* Assisted in the organization and provision of instructional classes on physical fitness to the men and women of the Nigerian Army Shadawanka Barracks, Bauchi.
* Prepared instructional materials and other educational materials on physical fitness for the Training wing.
* Was charged with the drafting and typing of letters, memos and signals for the training department.
* Administered and performed other secretarial needs of the office.

**CLASS TEACHER AT BETHEL SECONDARY SCHOOL, 1 BABA MUSA GRACELAND, ZARIA (2016-2017)**

* Assigned to teach SS1-SS2 Classes Biology and Chemistry.
* Was appointed the physical training instructor of the school for the period.
* Was appointed member of the local organizing committee which successfully planned and hosted the inter-house sports competition of the school for the school year.
* Organized extra training sessions for students with special interests in sports which saw the school sending representatives to the Kaduna State Inter-Schools Sports Festival for the first time.

**SECRETARY/RECEPTIONIST AT LADIYA SPECIALIST HOSPITAL, BENIN STREET, ZARIA, KADUNA STATE (2013-2015)**

* Involved in receiving patients and assigning them doctors and visiting days
* Tasked with managing patients’ files and the organization of same.
* In charge of ensuring the effective day to day running of the hospital.
* Acted as a bridge between the patients and their doctors.

**ASSISTANT CLASS TEACHER AT DOGON BAUCHI SECONDARY SCHOOL, SABON GARI, ZARIA (2012)**

* Was trained in the aspect of class control and management, coping with changing environment and flexibility

**SKILLS AND VALUES**

* Writing, research, and efficient drafting skills.
* Readily Teachable and ability to adapt to demanding work conditions
* Computer Operation (Internet, Microsoft Word, Excel, Power-Point & Corel Draw).
* Confident outlook, Team player, Honesty, Integrity, Open-mindedness, Pays attention to details
* Efficient worker, effective in time management, critical, innovative and analytical in thought.

**REFEREES: Available upon request.**