

# JOHNSON OLUWAYEMISI GRACE

Plot 83 DutseSokale, FCT Abuja

Phone number: 08176721788, 08083512326 | Email. gracyalvin20@gmail.com

## OBJECTIVE:

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the companies productivity and reputation.

## PERSONAL DATA:

Sex: Female  
State of Origin: Ondo State  
Date of Birth: 27<sup>th</sup> March 1995  
Marital Status: Single  
Language Spoken: English and Yoruba

## EDUCATIONAL BACKGROUND AND QUALIFICATION:

- ❖ 2016-2018 Federal polytechnic Bida, Niger State.  
Higher National Diploma (Banking & finance) Upper credit
- ❖ 2013-2015 Federal Polytechnic Bida, Niger State.  
National Diploma (Banking and Finance) upper Credit
- ❖ 2009-2012 Visionary Golden Academy Dutse-Baupma, Abuja  
West African Senior School Certificate Examination
- ❖ 2005-2008 Federal Government Girls College Keana, Nasarawa
- ❖ 2000-2005 Ideal Private Nursery and primary School Kubwa, Abuja

## WORK EXPERIENCE

- ❖ June 2019- May 2020 National Youth Service Corps  
Brain Storm International Academy DutseBaupma, Abuja.  
Business Studies and Security Studies; Teacher

## ROLE:

- ❖ Attended several teacher training sessions
- ❖ Corresponded with other teachers and administrators
- ❖ Designed and curated weekly plans.

- ❖ Help coordinate cooperative learning across all content areas.
- ❖ Responsibility for ensuring that all students fully comprehended the taught curriculum and provided support to students who required extra guidance.
- ❖ Maintaining a safe and happy learning environment for all Pupils.

**SKILLS:**

- ❖ Class room management, behavior and time management skills
- ❖ Clear understanding of Curriculum
- ❖ Lesson and term planning
- ❖ Coordination of school programs
- ❖ Exam preparation.

- ❖ Feb. 2016 – Jan. 2017 Nigeria National Petroleum Corporation, C.B.D, Abuja.  
Industrial Trainee Attached to Finance and Account  
Directorate as Secretary, Manager Training and Admin.

**ROLE:**

- ❖ Receive and interact with incoming visitors and staff of the organization  
Answer and manage incoming calls in a professional and responsive manner  
Operates a variety of office equipment including computer, copier, scanner, shredder ,calculator.
- ❖ Handle incoming correspondence and outgoing paper mail.
- ❖ File and retrieve documents and reference materials.

**SKILLS:**

- ❖ Good communication skill both written and oral
- ❖ Interpersonal skills
- ❖ Adaptable
- ❖ Time management skills
- ❖ Motivated and self-starter

❖ **REFEREES:**

Will be made available on request.