



## OGUNLEYE OLATUNJI SOLOMON

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5, Silifat Ogunleye Avenue, Iperu Remo, Ogun State, Date of Birth; January 23, 1995

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### SUMMARY

Work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective. "To work in an organization which helps to explore and an environment to grow." "To gain new experience and to utilize my interpersonal skills to achieve these goals

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### PROFESSIONAL QUALIFICATIONS

- Project Management Professional

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### EXPERIENCE

**Department of Education**, Ibadan North Local Government

**March 2019 – February 2020**

*Management trainee (NYSC Primary Assignment)*

- Assist staff in the development of common assessment
- Participate and lead ongoing, regular staff, team and individual professional Development
- Provide support to other position as required
- Design and monitor data display (Achievement Dashboard)
- Assist staff in the development and use of formative assessment practice

**Key Achievement**

- Successfully implemented a series of activities based learning programs.

**Top Way Pharmaceutical Nig. Ltd**

**June 2017 – Sept. 2017**

*Laboratory technician (Industrial Trainee)*

- Conducting and supporting scientific investigation and experiment
- Planning, setting up and undertaking controlled experiment and trials
- Recording and analyzing data
- Keeping up to date with relevant and technical development


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### LEADERSHIP EXPERIENCE

**CDS experience - Secretary**

**2019 -2020**

**Outline**

- Organizing meetings
  - creating agendas
  - Taking minutes of meetings
  - Maintaining diaries and arranging appointments.
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## EDUCATION

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- *BSc Biochemistry (Second class lower)*  
**OLABISI ONABANJO UNIVERSITY.** **2018**
- *West African Senior School Certificate Examination (WASSCE).*  
**IKENNE COMMUNITY HIGH SCHOOL IKENNE. OGUN STATE** **2011**

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## SKILL AND EXPERTISE

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- Proficient in the Use of Microsoft Office Suite.
- Effective Communication and Organizational Skills.
- Team Building Capacity and Leadership Skills.
- Conflict Management and Resolution.
- Problem-Solving Abilities.
- Expectation Management.
- Administrative and Office Support.

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## REFERENCES

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AVAILABLE ON REQUEST

