

OLUFUNKE OLABODE GRACE

Nigerian Lawschool Headquarters, Bwari, Abuja, Nigeria.

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PERSONAL STATEMENT

To resourcefully contribute my skills and productivity towards the achievement of the overall goals and objectives of the organization while utilizing opportunities for further career growth and advancement.

SKILLS/COMPETENCIES

- IT Skills: Proficient in Ms. Word and Excel, Corel Draw (Foundation)
- Excellent interpersonal, communication and team management skills.
- Creative and innovative in approach to work.
- Ability to effectively handle top and sensitive investigative journalism.
- Public speaking engagement for impacting the society.
- Excellent classroom management skills
- Teachable and Multi-tasking abilities
- Possess good organization and presentation skills
- Ability to work under pressure with less supervision

EDUCATION

Adekunle Ajasin University, Akungba-Akoko, Ondo State	2013 - 2017
B.A Hons. English Studies (Second Class Honours, Lower Division)	
Federal Government Girls Secondary School, Bwari, Abuja	2009 - 2012
WAEC (SSCE)	

RESEARCH WORK

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| • The Study of Graffiti in Adekunle Ajasin University, Akungba-Akoko, Ondo state | 2017 |
| • Maria Montessori Educational Teaching Method | 2012 |

PROFESSIONAL EXPERIENCES

Nigerian Postal Services (NIPOST) - NYSC	2018 - Present
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Office Assistant

- Actively participated in Mails Registration, Sorting, Despatch and Delivery
- Maintained and determined the Quality of Mail Service Delivery and Despatch Registers for mails despatched to NIPOST Headquarters
- Maintained Office Correspondences and File Management
- Handled Offline/Online Counter Automation of Mails
- Assisted in Marketing functions within and outside the post office

St. Louis Group of Schools, Garam Tafa LGA, Niger	2018
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Subject Teacher

- Coached and engaged kids in extra-curriculum activities to ensure a conducive balance of learning process
- Planned and drafted course outlines and the targeted objectives at the end of each topic and term
- Prepared pupils and students for special examinations including SAT and external examinations

Nigerian Lawschool Staff Cooperative School 2017
Special Kids Trainer/Assistant Class Teacher

- Planned, developed and implemented special teaching methods to aid the learning abilities of specially challenged kids
- Montessori Consultant for early childhood and organized tutorials on classroom decorations

De-Gopherwood Excellent Basic School 2012 - 2013

Class Teacher/Personal Assistant to the Director

- Planned and developed Montessori teaching methods specially for challenged kids
- Planned, prepared and delivered lesson plans, notes and instructional materials that facilitates learning experiences.
- Observed, evaluated and encouraged students' performance and progress through progress assessment and evaluation measures.

AWARDS/HONOURS

- Award for Best serving secretary, OASIS Media Consult (AAUA) 2017
- Award for Best Poet, West African Citizens Awards (WACA) 2017

VOLUNTEER SERVICES

Personal Assistant to the CEO, Oasis Media Group 2018

- Maintained group correspondence and all official documents
- Represented the group in all official meetings involving the group's interests

Initiator: The Girl Child Initiative (NGO) 2017

- Encouraging the youths to discover themselves.
- Building a platform for youths to understand their potentials.
- Building the next generational leaders
- Voicing for the female specie, from birth to death.
- Connecting young and promising youngsters with established personalities
- Coaching children between ages 2-3 to read efficient.

General Secretary, Oasis Media Group 2016 – 2017

- Organized periodic meetings as well as took minutes of meetings.
- Maintained all official documents and records of the group.

Academic Coordinator, Eagles of Christ Campus Fellowship, AAUA 2016 - 2017

Member, Frikanah Theatre Company, AAUA 2016 - 2017

Editor-in-chief/Assistant General Secretary, Eagles of Christ Campus Fellowship, AAUA 2015 - 2016

Member, Association of Nigerian Authors (AAUA Chapter) 2014 - 2017

Personal Assistant to the President (FASA) AAUA (Certified) 2013 - 2014