

OKE OMOTOLANI BOLUWATIFE

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To make a distinguished career in a reputable organization and contribute maximally to it's growth and success using skills and experiences acquired over time to achieve set objectives.

Skills

- Goals setting and achievements
 - Ability to work with minimum supervision
 - Computer Literacy with work knowledge in Microsoft word, Excels, Power point.
 - Good communicator.
 - Interpersonal Skills.
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Experience

November 2020 – October 2021

NATIONAL YOUTH SERVICE CORPS | EDUCATIONIST

- Adapted teaching methods to meet various pupils' interests
- Established and communicated all objectives of every lesson.
- Evaluation of pupils' performance, social and moral behaviours.
- Resolved conflicts, disputes and grievances.
- Scheduled activities, events and programs.

July 2020 – November 2020

CUSTOMER SERVICE REPRESENTATIVE | BUWAKY ENTERPRISES LIMITED

- Received inbound and outbound calls to deliver exceptional customer service.
- Carried out company's administrative duties.
- Managed company's database records.
- Resolved customer issues and complaints.
- Communicated efficiently with other internal departments.

May 2019 – February 2020

CLASS TEACHER | EARLYPEN MONTESSORI SCHOOL

- Developed and prepared lessons instilling moral and social behaviours as well as .
- Assessed student learning progress with routine tests and standard examinations.
- Ensured the classroom is in suitable condition for learning.
- Collaborated with parents, administrators and counsellors to develop improvement plans or struggling pupils.

Education

- Federal University of Benin, Benin City– (B.A. FRENCH) February 2019
 - Le Village Francais du Nigeria. (Language Immersion Program,2017)
 - Delf A2 Certificate (2016)
 - Homat Comprehensive College Ikorodu Lagos State – (SSCE)
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Voluntary

- Independent Monitor (WHO 2021)