
IYANTAN OMOLOLA JULIET

Present Address: No 38 Oke Eri Street, Oba Ile, Akure, Ondo State, Nigeria.

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OBJECTIVE: A proactive and articulate individual with great team spirit to develop solutions to workplace challenges.

EDUCATION

University/College:	Bachelor of Arts in Religious Studies (B.A) <i>Adekunle Ajasin University, Akungba Akoko</i>	2019
	National Diploma in Mass Communicatin(OND) <i>Rufus Giwa polytechnic,owo,Ondo state</i>	2013
Secondary:	Senior School Certificate Examination (SSCE) <i>Success Secondary School, Okitipupa, Ondo State</i>	2010

CERTIFICATION/ SEMINARS/TRAINING

- **Certificate of Completion on Pathway to Care Programme: Module A - Adult Social Care 2023**
Florence Academy E-Learning.
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SKILLS

- Proficient in MS Office, MS Excel, MS Power Point and MS Access • Human Relationship
 - Business Plan • Data Presentation • Strong data communication skills
 - Problem solving and strong decision making ability • Fast learner and ability to multitask
 - Highly organized with excellent communication skills • Efficient use of Google Drive
 - Quick thinking and calm when working under pressure • Decision making
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WORK EXPERIENCE

NNEWI HIGH SCHOOL

Anambra State

Position: Teaching (NYSC)

Nnewi,

2021-2022

Duties:

- Developed and issued educational content including notes, tests, and assignments.
- Supervised classes to ensure all students are learning in a safe and productive environment.
- Organized supplies and resources for lectures and presentations.
- Delivered personalized instruction to each student by encouraging interactive learning.
- Planned and implementing educational activities and events.
- Ensured your classroom is clean and orderly.
- Prepared and distributing periodic progress reports and semester report cards.
- Attended parent-teacher meetings.
- Evaluated and documented students' progress.
- Allocated and graded homework, assignments, and tests.
- Present lessons in a comprehensive manner and use visual/audio means to facilitate learning
- Provided individualized instruction to each student by promoting interactive learning

- Created and distribute educational content (notes, summaries, assignments, etc.)
- Assessed and recorded students' progress and provide grades and feedback
- Maintained a tidy and orderly classroom
- Coordinate the activities of pupils.
- Instructive teaching in the absence of the teacher.
- Monitored the quality of the pupils' handwriting.
- Getting feedback from parents.
- Preparation of instruction materials and classroom display.
- Reviewed material taught in class with individual students with learning challenges.

NIGER DELTA DEVELOPMENT COMMISSION (NDDC)

Igbokoda, Ondo State

Position: Front Desk Officer/Office Assistant (Internship)

2014

Duties:

- Initiated and implemented best and effective practices in administrative functions.
- Accountable for the smooth operation of the office support work and related systems within the departmental or equivalent front office by assuming primary responsibility for organizing and coordinating workflow.
- Conducted research into ways to improve administrative process and office procedures.
- Covered the reception desk when required, replying to email, telephone or face to face enquiries.
- Set up and manage paper or electronic filing systems, recording information, updating paperwork or maintaining documents, such as attendance records, correspondence or other material.
- Managed correspondence (including letters, emails and packages) , arrange travels and accommodations.
- Promptly, professionally and courteously receives and assesses all incoming telephone calls /inquiries and re-directs said call or message to its appropriate beneficiary.
- Collecting, sorting, distributing, and preparing mail, messages, or courier deliveries.
- Ensured receipt of magazines and newspapers for the office and ensure display of the latest version in the reception as well as removal of the outdated ones
- Greet persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations.
- Maintained requisite supplies of office stationeries including papers, staplers, items and first aid box.
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PERSONAL DATA

Sex: Female
Marital Status: Single
Nationality: Nigerian

REFEREE

1. Mr. Asogbon Emmanuel

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2. HRM. Ogbaro obafemi

08033070856

3. Mrs. Alonge Abile E

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