

Temitope Ayoola

ൃദ് Gender: Female

O Location: Lagos Lagos

• Phone Number: +2348064215155

Bate of Birth: 1986-12-17

Nationality: Nigerian

About Me

I am looking to secure a position in a dynamic and fast-paced organization that utilizes my experience as Admin, and skills in analysis and communication, and provides opportunities for growth and development.

Reason for Looking

Seeking a more challenging and fulfilling role

Summary

- 5+ years of experience as Agricultural Consultant
- 5+ years of experience as Educator
- 3 years of experience as Admin
- Available to work immediately
- Current salary ₩1
- Expected salary ₦1

Job History

Admin

■ 3 years of experience

Responsibilities:

- Managed and maintained office schedules, including meetings, appointments, and events.
- Assisted in the creation and distribution of office-wide communications, including memos and newsletters.
- Coordinated travel arrangements and event logistics for senior staff members.
- Maintained and organized office supplies, equipment, and files.

Achievements:

- Streamlined administrative tasks by implementing new organization and communication systems, resulting in a 15% increase in overall productivity.
- Implemented a new filing system for confidential client documents, reducing retrieval time by 30%.

Content Writer

■ 1 year of experience

Responsibilities:

- Wrote and edited original content for various online and offline channels
- Conducted research to inform content creation and ensure accuracy
- Collaborated with team members, including designers and marketers, to deliver consistent brand messaging

Achievements:

- Consistently met or exceeded content creation targets and deadlines
- Contributed to significant improvements in website traffic and engagement metrics through effective content strategy and execution

Agricultural Consultant

Responsibilities:

- Conducting research and analysis of agricultural practices and products
- Advising farmers and landowners on best practices and strategies for crop and livestock production
- Maintaining records and reports to track progress and identify areas for improvement
- Collaborating with other industry professionals, such as agronomists and veterinarians, to ensure comprehensive and effective guidance for clients

Achievements:

- Developed a comprehensive fertilizer plan that increased crop yields by 15% for a client
- Implemented a new irrigation system that reduced water usage by 25% while maintaining crop quality for multiple clients

Educator

Job Responsibilities:

- Conducted classroom lectures and demonstrations on various subjects
- Created lesson plans and educational materials
- Evaluated student performance and provided feedback to improve learning outcomes
- Communicated with parents and colleagues regarding student progress and any concerns

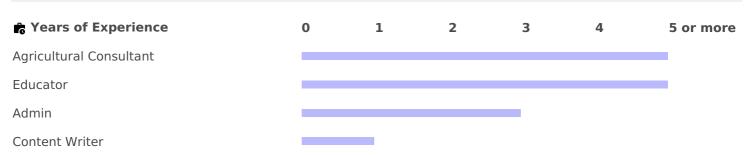
Achievements:

- Developed and implemented a successful project-based learning curriculum resulting in a 25% increase in student engagement
- Trained and mentored new educators, resulting in improved classroom management and student engagement

Education / Certificate

Latest Education: Bachelor's Degree

Experience Summary



Skills

Admin : Intermediate File Management : Intermediate Animations : Intermediate