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PERSONAL SUMMARY

I am a conscientious, polite and hard working person who has a genuine desire to help people . I am an outstanding team player who is able to follow clear instructions and work as part of a team . I am intuitive, industrious and trustworthy . I strive to apply knowledge and expertise professionally produce the best outcomes.

I have a warm friendly and engaging personality,patient with people and have a good sense of humour .I am respectful of those I work with ,as well as tactful in sensitive situations. I remain calm under pressure and have good stamina as well as both physical and emotional endurance.finally I approach all areas of work with poise and certitude.

RELEVANT PROFESSIONAL EXPERIENCE

1. MAY 2022- PRESENT ADMINISTRATIVE STAFF, LEGACY LEARNING CENTRE JOS-PLATEAU.

Responsibility as administrative staff include but is not limited to:

- Work with the teaching staff members to create and follow a balanced curriculum ,oversee teaching staff / custodial staff .
- act as liason between the proprietress ,staff members and parents to meet their needs and answer concerns
- Substitute for teachers that are absent.
- Teach some subjects in the primary school.
- arrange logistics and supplies for the school
- personally assist the school proprietress in her responsibilities . as well as all duties that are necessary and incidental to my role and responsibility as admin staff.

2. AUGUST 2018 – APRIL 2022 PERSONAL ASSISTANT – Dr. ADAH R.O. HEAD-EPU, JUTH

Responsibilities included but were not limited to:

- Scouting for and hiring reserch team members.
- Over see logistics for her and research team members .
- Carry out research on given topic areas , provide other multifaceted services such as letters writing proofreading and presentations, scheduling and notification of appointments and perform any role necessary and incidental to my responsibility.

3. MARCH 2014 – SEPTEMBER 2015 –CARE WORKER ALLIED HEALTH CARE ABERDEEN SCOTLAND

- Maintained adherence to the guidelines protecting patients privacy and information.
- Working with other health and social care professionals to implement individual care and development plans.
- Assisted elderly patients with their daily activities such as personal care , eating,mobility, physical and medical needs.
- Keep the family members abreast of the well-being of their family members, when they had inquiries.
- Assisted and cared for special needs children at Camp hill schools Aberdeen Scotland , supporting them on a w basis as required.
- Did everything incidental and necessary to my role as carer/support worker.

. FURTHER WORK EXPERIENCE

1. 30TH SEPTEMBER 2020 – PRESENT- Facilitator And Resource Person For The Albino Foundation Nigeria, Jos Plateau State.
2. AUGUST 2019– AUGUST 2020 Fida Plateau State (International Federation Of Women Lawyers Nigeria.) Legal Consultant &Legal Secretary.
3. JUNE 2017- AUGUST 2018- Logistic Coordinator, Evaluating The Inclusion Of Tb And Hiv In The Iccm In Four Lgas In Adamawa State Nigeria.

EDUCATION

1. ALISON ACADEMY 2023:Diploma In Care Giving , Occupational Therapy
2. ROBERT GORDON UNIVERSITY ABERDEEN 2014-2015
LLM Int'l Commercial Law
3. AHMADU BELLO UNIVERSITY(ABU) - ZARIA, NIGERIA, 2004-2009 –
LLB (HONS) in Civil Law (Second Class)
4. SEPTEMBER 1996-JULY 2003 – A.B.U. DEMONSTRATION STAFF
SECONDARY SCHOOL, KADUNA, NIGERIA. Qualification Awarded: West African Senior Secondary School Certificate (GCSE Equivalent) :Biology A, Maths D, English C, Geography A,Economics B.

VOLUNTEER WORK

- Numerous outreaches with Charity Health Organization, DDK Medics LTD
- Holy Hill Foundation
- Board Member of Dream-Africa
- Volunteer at Jos University Teaching Hospital –JUTH
- Volunteer at Marysol Health Centre Jos ,Plateau State Nigeria.

SKILLS AND COMPETENCIES

- Proficient use of Microsoft Office packages, i.e. Microsoft Office, Microsoft Excel, IBM SPSS Statistics and Microsoft PowerPoint.
- Research for Internet based resources
- Teamwork, planning and organizing, time management, adaptability, good listener, result oriented, and good communication skills

ADDITIONAL INFORMATION Languages

English (First Language), Hausa (Conversational), Igede (Native)

OTHER INTERESTS

Travel, reading, sewing and gardening