

AYOWUMI OJO

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★ Professional Summary

- Professional with over 3 years of experience in education and executive support, skilled in lesson planning, student assessment, and digital data management.
- Seeking an Online Instructor role to leverage expertise in educational technology, Google Workspace, and effective communication to enhance virtual learning experiences.

📁 Work Experience

04/2023 – 02/2026

Ogbomoso, Nigeria

Executive Assistant ELISAM Events Center

- Coordinated logistics for large-scale events hosting 500+ attendees, achieving 95% client satisfaction through detailed planning and proactive problem-solving, reflecting advanced attention to detail.
- Managed complex executive calendars, travel plans, and meetings with Google Workspace, eliminating scheduling conflicts and ensuring smooth daily operations.
- Drafted and handled confidential executive communications, boosting stakeholder response rates by 20% while upholding strict confidentiality and professional standards.
- Maintained confidential records and tracked project deliverables using Asana and Trello, ensuring timely completion of priorities and accurate data management.

01/2022 – 12/2022

Ogbomoso, Nigeria

Biology Teacher Zion Christian Academy

- Prepared and delivered biology lessons to 50+ students annually, ensuring comprehensive curriculum coverage and effective lesson planning.
- Coordinated laboratory schedules and sourced supplies, reducing procurement turnaround time by 40% while maintaining confidentiality in resource management.
- Assessed student performance regularly and generated detailed termly reports using Google Workspace tools, cutting administration review time by 2 hours per cycle through efficient data management and accurate data entry.
- Provided feedback and support to students, enhancing learning outcomes and engagement through personalized instructional approaches.

🔧 Skills

– CORE SKILLS

Lesson Planning
ADVANCED

Student Performance
Assessment
ADVANCED

Feedback and Support
ADVANCED

Educational Technology
Tools
ADVANCED

– LANGUAGES

English
PROFESSIONAL

Yoruba
NATIVE

French
ELEMENTARY

🎓 Education

11/2013 – 10/2017

Ilorin, Nigeria

Zoology | B.Sc (Distinction)
University of Ilorin, Nigeria

Education

- Graduated in the top 10% of the class.
- Specialized in animal physiology, ecology, and genetics.
- Conducted research in Malaria Immunotherapy, developing skills in data collection, statistical analysis, and scientific reporting.

Certificates

04/2024

On-Demand IT Support Training Digital Witch

- Mastered Google Workspace suite: Gmail, Calendar, Docs, Sheets, Slides, Drive, and Meet for executive scheduling, document creation, data tracking, and virtual meetings.
- Proficient in project management platforms including Monday.com, Asana, Trello, Jira, and ClickUp for task tracking and workflow management.
- Demonstrated expertise in digital data management, structuring shared drives, maintaining confidential records, and improving document retrieval efficiency.

Volunteering

08/2015 – 09/2015

Oyo, Nigeria

Pharmacy Technician SHEKINAH Medical Centre

- Processed over 30 patient prescriptions daily with 100% accuracy, preventing 2-3 potential incident reports monthly and ensuring patient safety through meticulous attention to detail and professionalism.
- Redesigned manual inventory tracking system, reducing stock discrepancies by 25% and saving pharmacy staff 3 hours weekly on reconciliation tasks, demonstrating commitment to confidentiality and operational efficiency.
- Maintained accurate electronic records and supported data entry tasks to improve inventory and prescription management.

08/2016 – 10/2016

Abeokuta, Nigeria

Laboratory Assistant Federal College of Education

- Collected and analyzed research data, increasing experiment accuracy by 15% through meticulous data management and confidentiality adherence.
- Maintained full equipment readiness, ensuring uninterrupted lab operations and supporting precise data entry, demonstrating strong multitasking and operational support abilities.