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HALIMAH OLATUNJI

EXPERIENCE

English Tutor   **May 2024 – Present**
My TutorLocator | Nigeria

- Delivered engaging and personalized English lessons to students, simplifying complex concepts for better understanding.
- Assessed student progress through quizzes and assignments, providing detailed feedback to improve performance.
- Developed customized lesson plans and study materials to align with curriculum standards and individual learning needs.

ClinFocus Inc.   **August 2023 - May 2024**
Remote Data specialist |USA

- Drafted detailed documents such as Data review Plan, Database Design Specifications, Edit Check Specifications to ensure the quality of data collected at sites during clinical trials.
- Initiated an investigation into database discrepancies, successfully identifying root causes of data inconsistencies across multiple sites, resulting in enhanced data accuracy and integrity.
- Utilized Excel to create intricate reports and interactive dashboards for comprehensive tracking and analysis of progress in clinical trials, which resulted in a 40% improvement in data reporting efficiency.
- Collaborated with other departments on the design, documentation, testing and implementation of clinical data studies.

My Tutor Locator - Admin   **April 2023 – February 2024**
My TutorLocator | Nigeria

- Maintained and updated Students' database ensuring completeness of records.
- Identified trends and patters in students' enrolment. Recommended insights after implementation, resulted in a 15% increase in Student enrolment.
- Coordinated tutor schedules, managed student bookings, and ensured seamless delivery of online tutoring sessions.
- Maintained student records, processed payments, and updated learning materials on the online platform.
- Provided customer support via email and chat, resolving inquiries and technical issues efficiently.

Nigerian Institute of Medical Research   **February– December 2023**
Biostatistician | Lagos, Nigeria

- Used STATA software for household seroprevalence survey analysis, and generated results used to estimate the prevalence of SARS-CoV-2 infection in select states in Nigeria.
- Created clear visualizations to represent survey data, improving data clarity and stakeholder communication by 30%.
- Designed a simple and clear questionnaire for a study on the factors influencing treatment adherence among tuberculosis patients, resulting in a 96% response rate.
- Carried out data validation in Excel for SARMAAN project. Identified, reported, and corrected errors or discrepancies caused by either data entry or collection.

SKILLS

- Python
- Excel
- SQL
- Power BI

- Machine Learning

EDUCATION

- **University of Ilorin** - B.Sc. Microbiology   December 2022
- **Tech4Dev** - Data Science and Artificial Intelligence   February 2023
- **Google** - Data Analytics Professional Course   August 2022
- **Cybersafe Foundation** - Data Analysis with Excel and SQL   July 2022