

ABUEDE SOLOMON OKODUGHA
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14 Afolabi street, Abaranje, Ikotun

Professional Summary

Dedicated and hardworking professional with experience in administrative support, customer service, operations, and team coordination. Able to communicate well, solve problems, manage tasks, and work effectively with people in different departments. Skilled in Microsoft Office tools and able to adapt quickly to new responsibilities. Interested in contributing to the growth of an organization through good teamwork, proper coordination, and excellent service delivery.

Education

University of Ibadan, Ibadan (2019-2024)
B.Sc. Human Nutrition and Dietetics
Genius Group of School, Benin City (2008-2014)
S.S.C.E

Experiences

Professional Experience

TechCrush, Nigeria

- Administrative Virtual Assistant [November 2025 - May 2026]

Slow Food Youth Network Nigeria

- Garden Project Member [October/2024 – September/2025]
- Garden Project Manager - Voluntary [March/2026 – Till date]

KNG Corp / Christ Chapel School, UCH

- Nutrition Educator & Garden Coordinator [February/2026 – Till date]

University College Hospital (UCH), Ibadan

- Nutrition Intern [June/2023 – September/2023]

Human Nutrition And Dietetics Department, University Of Ibadan

- Community Nutrition Project member [January/2024 - February/2024]

Faithland Group Of Secondary School

- Principal Administrator & Teacher [September/2017 – May/2019]

Christ Apostles School

- Mathematics Teacher [September/2016 – August/2017]

CHARTERED INSTITUTE (2024)

- Food Safety and Food Hygiene training at Chartered Institute.
- Trained professionally to be expert in food safety and food hygiene

Religious, Community & Voluntary Experience

Living Faith Church, Ojoo & Agbowo, Ibadan

- Teens Teacher – taught health, nutrition, and life skills
- Medical Unit Volunteer – provided nutrition guidance
- Home Cell Leader – coordinated fellowship activities and member engagement

Leadership Experience

- Garden project coordinator at Slow Food Youth Network, Ibadan (2025)
- Academic Director, Human Nutrition and Dietetic, University of Ibadan (2022-2023)
- Vice Principal at Kings College Academy (2014-2015)
- Evangelism and follow-up coordinator (2013-2019)
- Senior Prefect at Genius Group of School (2013-2014)
- Senior Prefect at Evbuotubu Primary School (2006- 2007)

Additional Experience

- Academic Director, Department of Human Nutrition and Dietetics, University of Ibadan
- *Youth Garden Coordinator – Slow Food Youth Network & community schools*
- *Community Nutrition Outreach Assistant (rural areas including Oyo State)*

Financial & Entrepreneurial training

- Financial Market Expert and Educator (2019-till date)
- Mini Importation (Product and goods) (2019-2022)
- Educator in Financial Literacy (2019- till date)
- Affiliate marketer (2017- 2023)

Certificates

- Department of Human Nutrition and Dietetics, University of Ibadan:
Award of Excellence Service as Academic Director 1 (2024)
- Academy of Nutrition and Dietetics:
Nutrition Care Process Tutorial and Tutorial Quiz (2023)
- Academy of Nutrition and Dietetics: Nutrition Care Process Tutorial and Tutorial Quiz
- CITI PROGRAM: Responsible Conduct of Research; Responsible conduct of Biomedical Research (2023)
- The Entrepreneurship and Empowerment Initiative of Nigeria (TEEiN) (2018)
- Mindpower Summit Certificate (2009)

Key Skills

- Clinical Nutrition & Dietary Counseling
- Community Nutrition & Public Health Education
- Sustainable Agriculture & Food Systems
- Youth Mentorship & Training
- Leadership & Team Coordination
- Teaching & Curriculum Delivery
- Program Documentation & Reporting

Soft & Technical Skill

- Good Interpersonal Skills
- Research and Leadership
- Financial Management and Analysis
- Risk Management in Foreign Exchange (Forex)
- Microsoft Office Suite, including Excel and PowerPoint
- Excellent Communication and Presentation skills
- Leadership and Teaching
- Strong Analytic and Problem-solving skills
- Knowledgeable in Strategic planning and Cost management
- Familiar with Retail operations and Supply chain management
- Innovative and Creative thinking
- Proactive, flexible and self-motivated
- Quality assurance
- Content evaluation
- Time management
- Remote collaboration
- Problem-Solving
- Positive thinking
- Well disciplined

Career Objective

To contribute to a team where strong organization, communication, and coordination are valued, I am seeking an opportunity to apply my experience in customer support, operations, administration, and virtual assistance to help improve workflow, maintain accurate records, coordinate appointments effectively, and support the achievement of business goals. I am eager to learn, take initiative, and grow while delivering reliable results in a remote work environment.

References on Character and Commitment

- Shirley Isi Ejoh, PhD
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- Professor Oladejo T. Adepoju (Ph.D.)
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