

Lagos state.

ABOLAJI, Mary Olamide
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EDUCATION

Ladoke Akintola University of Technology, Ogbomoso, Oyo State.

Bachelor of Technology in Agriculture
2023

Jan 2017-Aug

SKILLS SUMMARY

- Good interpersonal relationship
- Ability to multitask
- Attention to detail
- Problem-solving skills
- Confidentiality and professionalism
- Office Administration & Data Entry

CORE COMPETENCIES

- Record Keeping & Filing
- Customer Service
- Report Writing & Inventory Management
- Time Management & Communication Skills
- Microsoft Office (Word, Excel, PowerPoint)

EXPERIENCE

Administrative Officer | Living Minds Foundation School, Ogun State. Sept 2023-July 2026

- Managed daily office operations and administrative duties.
- Maintained student/staff records and official documents.
- Prepared reports, letters, and internal memos.
- Handled phone calls, emails, and walk-in inquiries.
- Assisted with procurement of office supplies.
- Supported management in scheduling meetings and events.

NYSC Class Teacher | St. Denis College, Makurdi, Benue State. Nov 2023-Oct 2024

- Developed and delivered engaging lessons in core subjects including Mathematics, English, and Science, tailored to the needs of the students.
- Managed a classroom and, fostering a positive and inclusive learning environment that encouraged student participation and engagement.
- Assessed and tracked student progress through both formal evaluations (tests, assignments) and informal assessments (group discussions, hands-on activities).

INTERN

Frontend Developer Intern | SQI, College of ICT, Ogbomoso, Oyo State. Jan 2022-Dec 2022
Tic Tac Toe Game

- Designed and developed an interactive Tic Tac Toe game where two players can compete on a single device.
- Used HTML for the game structure and CSS (Flexbox) to create a responsive and clean layout.
- Developed the game's interactive logic using JavaScript, handling player turns, win conditions, and a reset functionality.

On/Off Light Bulb Toggle

- Developed an interactive light bulb toggle button that allows users to turn a virtual light bulb on and off by clicking a button. Used HTML to structure the page and create the light bulb element.
- Styled the light bulb and button with CSS, utilizing color changes and CSS transitions to create smooth animations between the on/off states.
- Implemented the toggle logic with JavaScript, which updates the light bulb's appearance and state dynamically when the user clicks the button.

RESEARCH EXPERIENCE

Postgraduate Research on Agricultural Technology Transfer.

Federal University of Technology, Akure, Ondo State.

Sept 2022-May 2023

Undergraduate Researcher

- Conducted research on the role of postgraduate agricultural students as agents of agricultural technology transfer, exploring their potential to facilitate the adoption of innovative farming practices in rural areas.
- Presented findings at the National Agricultural Research Conference, providing insights into the need for strengthening the link between universities and rural farming communities.
- Recommended strategies for universities to foster practical training and student engagement in agricultural extension to support sustainable technology adoption.

CERTIFICATION

Jobberman Soft Skills Training	Aug 2024
Human Resource Management Certificate	Sept 2024
Project Management Certificate	Sept 2024
Customer Relationship Management Certificate	Sept 2024
Health Safety, Security & Environment Certificate	Oct 2024
Entrepreneurial Development Certificate	Oct 2024
Personal Effectiveness Certificate	Oct 2024
Office Technology Certificate	Nov 2024
Project Research Certificate	May 2023
Fundamentals of English Grammar Certificate	Dec 2023
LAUTECH ICT Training Certificate	Sept 2017

REFEREE

Available on Request