

ADESINA RUTH BOLUWATIFE

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PROFESSIONAL PROFILE

Organized, adaptable, and people-oriented professional with a background in Educational Management and practical experience in teaching, administration, coordination, and working with people from different backgrounds. I am skilled at communicating clearly, managing responsibilities, organizing information, supporting day-to-day operations, and handling tasks with patience and attention to detail. My experience across education, administrative environments, and creative work has strengthened my ability to learn quickly, solve problems, manage competing priorities, and work independently or as part of a team. I am interested in remote opportunities in administrative support, virtual assistance, customer service, operations support, coordination, and related roles.

CORE SKILLS

- Administrative Support & Coordination
- Customer Service & Client Communication
- Verbal and Written Communication
- Task Organization & Time Management
- People Management & Interpersonal Skills
- Record Keeping & Information Organization
- Problem-Solving & Conflict Handling
- Planning, Coordination & Follow-Up
- Educational Content Development
- Teamwork, Adaptability & Fast Learning
- Creative Thinking & Attention to Detail

PROFESSIONAL EXPERIENCE

Teacher / Educational Content & Classroom Support | Various Schools, Nigeria

- Taught and supported students across different school environments, adapting communication and teaching approaches to different learners and situations.
- Prepared lesson materials, classwork, assignments, tests, and examination questions based on learning objectives.
- Managed classroom activities, maintained order, communicated expectations clearly, and supported positive relationships with students.
- Assessed students' work and provided feedback to support learning and improvement.
- Worked with colleagues and school management to coordinate academic and day-to-day activities.
- Organized information and handled multiple responsibilities while meeting school deadlines.

Administrative / Management Experience | Administrative Environment

- Gained practical exposure to administrative processes and the day-to-day coordination of people, information, and responsibilities.
- Communicated with people professionally, listened to concerns, provided appropriate information, and maintained respectful interactions.
- Supported the organization and management of tasks, records, and routine administrative activities.

- Developed the ability to prioritize responsibilities, follow instructions, and complete tasks accurately and on time.
- Worked with people from different backgrounds and learned to remain calm, professional, and solution-focused when handling issues.

NYSC Service Experience | Nigeria

- Participated in the National Youth Service Corps programme, gaining additional experience in professional responsibility, teamwork, communication, adaptability, and service in an organizational environment.
- Balanced assigned responsibilities with effective time management and collaboration.

Fashion Design & Creative Project Work | Independent / Personal Projects

- Developed practical experience in fashion design, garment construction, creative planning, and project execution.
- Managed projects from initial design ideas through planning and production, paying attention to measurements, finishing, quality, and details.
- Communicated with clients and considered individual preferences when planning creative work.
- Strengthened creativity, patience, problem-solving, attention to detail, and the ability to manage a project through to completion.

EDUCATION

Osun State University, Osogbo, Nigeria

Bachelor's Degree in Educational Management

Background includes educational administration, management, planning, organization, communication, and coordination.

ADDITIONAL EXPERIENCE & STRENGTHS

- Experience working with people and communicating with individuals of different ages and backgrounds.
- Comfortable taking responsibility, learning new processes, and adapting to changing work requirements.
- Strong interest in remote administrative support, virtual assistance, customer service, operations, and coordination roles.

CAREER OBJECTIVE

To contribute my communication, administrative, organizational, and people-management skills to a professional organization where I can provide reliable support, learn new tools and processes, and grow within a remote or flexible work environment.

REFERENCES

Available upon request.