

CHIAMAKA OLUWAFUNMILAYO IDII

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EDUCATION

B.Sc in Educational Technology

Lagos State University(LASU)
(2020 - 2023)

PROFESSIONAL QUALIFICATION

- Project management Professional Certificate.
- Computer Training certification(Microsoft Word, PowerPoint)
- Product management certification (in progress)
- Social Media Marketing Certification (in progress)

CORE SKILLS

- Communication & Interpersonal Skills
- Administrative Support & Office Management
- Customer Advisory & Product Presentation
- Microsoft Office (Word, PowerPoint)
- Classroom Management & Instruction
- Organizational & Time Management Skills
- Critical & Creative Thinking
- Attention to Detail
- Organisation & Teamwork

LANGUAGE

- English
- Pidgin English

PROFILE

Detail-oriented and result-driven graduate with a background in Educational Technology and experience in administration and operations support. Skilled in planning, process coordination, and improving workflows to enhance efficiency. Proven ability to organize systems, support decision-making, and collaborate with teams to achieve strategic objectives. Seeking to learn and contribute analytical and problem-solving skills to drive revenue growth in a growth-oriented organisation.

WORK EXPERIENCE

Administrative Assistant & Classroom Instructor 2025 –2026
(QueenMaris Group of Schools)

- Built strong relationships with students and parents, improving engagement and trust.
- Communicated complex information in a clear and persuasive manner.
- Supported school operations and coordinated events, demonstrating strong organizational skills.
- Assisted in planning and execution of programs, improving participation rates.

Teacher & Academic Coordinator 2022
(Bukkris Adeola Senior Secondary School)

- Developed strong communication and presentation skills through classroom engagement.
- Coordinated academic activities and supported administrative processes.
- Worked collaboratively with staff to improve performance outcomes.

Administrative & Sales Assistant 2019
(Just Assist Computer Institute)

- Handled customer inquiries and recommended suitable services, contributing to sales.
- Assisted in daily sales transactions and customer service operations.
- Promoted services and engaged clients both physically and through digital channels.
- Maintained records of customers and transactions, ensuring smooth operations.

REFERENCES

Available upon request.