



Janet Omowunmi

Professional Summary

Passionate about joining a dynamic team where I can utilize my experience and abilities to deliver exceptional results and contribute to the company's growth.

WORK HISTORY

Cactus International School - Teacher

Sept 2025

- Delivered engaging lessons to improve student understanding
- Managed classroom of 10+ students effectively Improved student performance through regular assessments Maintained accurate records of student progress

Prince Autos - Secretary

Jan 2023 - Feb 2025

- Managed office correspondence, filing systems, and customer records Scheduled meetings, handled phone calls, and provided administrative support Assisted with daily office operations to ensure smooth workflow

Mini Mart - Cashier

Jun 2022 - Aug 2023

- Handled cash, card, and POS transactions accurately Assisted customers and maintained a clean, welcoming service area Balanced cash register and prepared daily financial reports

M/J Boutique - Sales Assistant

Mar 2020 - Nov 2021

- Assisted customers with purchases and promoted sales Managed stock display, inventory checks, and restocking Delivered excellent customer service, encouraging repeat patronage

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✉ Omowunmijanet05@gmail.com

🚩 Nigerian

📅 29.08.1997

♂ Female

Skills

- Active listening
- Communication
- Customer Service
- Self discipline
- Time management

Education

Homat Private School

Jul 2006

Start Right Comprehensive College

Jul 2014

Sunny Vale - Waitress

Feb 2018 - Apr 2019

- Welcomed and attended to customers. Took food and drink orders accurately. Served meals and beverages promptly. Maintained cleanliness of tables and dining areas. Handled customer inquiries and ensured customer satisfaction.

Sivan Hotel - Waitress

May 2019 - Feb 2020

- Provided excellent customer service in a friendly manner. Assisted customers with menu selections. Took and delivered food and beverage orders. Maintained a clean and organized dining area. Processed customer payments and resolved minor complaints professionally.