

OLAREWAJU ESTHER ABOSEDE

CONTACT

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- Ibadan, Oyo State
- Open to Remote Work Globally

PROFILE SUMMARY

Motivated and organized individual with experience in teaching, customer service, and administrative support. Skilled in communication, teamwork, multitasking, and problem-solving. Reliable, fast to learn new things, and able to work well in different environments. Passionate about giving good support, growing professionally, and contributing positively to any organization.

EDUCATION

Obafemi Awolowo University, Ile-Ife,
Osun State, Nigeria

- B.Sc Chemistry

SKILLS

- Written & Verbal Communication
- Calendar & Schedule Management
- Problem Solving & Adaptability
- Fast Learner & Self Motivated
- Customer Service & Support
- Microsoft Word & Google Docs
- Time Management & Prioritization
- Critical Thinking
- Time Management

WORK EXPERIENCE

Teacher

NYSC 2025-2026

Temitope Destiny International School, Ibadan

- Managed classroom operations for up to 30 students, maintaining a structured and productive environment
- Designed engaging lesson plans that improved student participation and understanding
- Acted as the primary communication point between students, parents, and school administration
- Maintained student records, attendance logs, and performance reports accurately and confidentially
- Assisted management with scheduling, document preparation, and organizational tasks

TOOLS & TECHNOLOGY

- Productivity: Microsoft Word, Google Docs, Google Drive
- Communication: Gmail, WhatsApp Business, Zoom, Google Meet

LANGUAGES

- English
- Yoruba

AVAILABILITY

Available for remote full-time or part-time roles. Flexible across WAT, GMT, and EST time zones. Open to contract, freelance, or permanent arrangements. Ready to start immediately.