

ESTHER ENIOLA OGUNGBILE

Lagos, Nigeria | Email: esthereniola835@gmail.com | Phone: 09136461149

PROFESSIONAL SUMMARY

A results-driven and collaborative Professional with a background in education, sales, and team coordination, transitioning into Human Resources. Proven track record in managing employee-focused events, coordinating cross-functional teams, and executing administrative processes. Exceptional communication, relationship-building, and conflict-resolution skills, with a passion for fostering inclusive, engaging, and productive workplace cultures.

CORE COMPETENCIES

- **Team Leadership & Coordination:** Experienced in managing, guiding, and aligning small teams to meet organizational goals.
- **Employee Relations:** Strong interpersonal skills used to manage stakeholder expectations and facilitate clear internal communications.
- **Event Planning & Engagement:** Skilled in budgeting, logistics, and execution of staff activities and team-building events.
- **Training & Development:** Background in curriculum design and pedagogy, adaptable to corporate onboarding and training.
- **Data & Records Management:** Competent in tracking progress, evaluating metrics, and maintaining meticulous corporate data records.

PROFESSIONAL EXPERIENCE

SALESRUBY LIMITED — Sales Representative

Lagos, Nigeria | 2026

- **Relationship Management:** Build and maintain strong professional relationships with business owners, corporate executives, and professionals across diverse industries.
- **Communication & Negotiation:** Handle client inquiries, professionally navigate objections, and manage structured negotiations to secure high-value acquisitions.
- **Data Maintenance:** Track and maintain detailed corporate records of leads, prospects, and cross-functional interaction data.

ALMOND SPRINGS SCHOOL (NYSC) — Graduate Educator / Team Lead

January 2025 – December 2025

- **Instructional Leadership:** Prepared and facilitated learning modules, focusing on presentation delivery, evaluation, and tracking performance indicators.
- **Conflict Resolution & Group Dynamics:** Managed diverse group interactions, resolving disputes amicably to ensure a highly cooperative environment.
- **Administrative Processes:** Streamlined student data management, organized institutional records, and supported community-driven coordination tasks.

GEM-STAR PRIVATE SCHOOL — Assistant Teacher / Team Coordinator

Obadore, Lagos | May 2023 – July 2023

- **Team Leadership:** Coordinated grading, project schedules, and operational work with a team of 4 teaching assistants to ensure fair, aligned, and timely feedback delivery.
- **Event Management:** Led end-to-end planning, budget execution, logistics, and internal communications for staff engagement events and professional activities.
- **Compliance & Evaluation:** Revised structural educational programs and syllabi to align with strict quality standards and accreditation metrics.

TROPHY GUIDE PRIVATE SCHOOL — Teaching Practice / Administrative Support

Lagos, Nigeria | 2022 – 2023

- **Staff Coordination:** Organized internal teacher-focused events, managed operational schedules, and successfully handled vendor and venue logistics.
- **Performance Tracking:** Supported, mentored, and monitored individual development progress, translating outcomes into comprehensive structural reports for senior management.
- **Logistics & Budgeting:** Designed and executed organizational programs, managing resource allocation and budgets to optimize engagement and team participation.

KEY ACHIEVEMENTS

- **Culture Champion:** Proactively contributed to a healthy, respectful, and non-toxic environment that supported robust teamwork and transparent cross-departmental communication.
- **Talent Management & Direction:** Led and coordinated large creative teams (university drama team and dance troupe) to win top corporate/campus championships through precise strategic planning, strict group discipline, and team cohesion.

EDUCATION

Lagos State University, Ojo, Lagos

B.Ed / B.A in History Education

Graduated: December 2023

HOBBIES & INTERESTS

- **Networking:** Building collaborative professional relationships within corporate and creative communities.
- **Mentoring & Development:** Sharing knowledge and motivating individuals to reach their full personal and professional potential.

REFEREES

Mrs. Olabisi Adeoye

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