

FLORENCE HEMBAFAN ORYA

Phone: 070428866200 | Email: oryaflozzy@gmail.com | Location: Ibadan, Nigeria

PROFESSIONAL SUMMARY

Detail-oriented and reliable Agriculture graduate with experience in teaching, administrative support, computer operations, and farm management. Proven ability to handle documentation, classroom activities, and practical agricultural tasks. Possesses strong computer skills, effective communication, and adaptability, making her suitable for office, education, and agriculture-related roles.

KEY SKILLS

- Computer operations and data entry
 - Typing and document preparation
 - Teaching and classroom management
 - Office administration and record keeping
 - Basic agronomy and animal science practices
 - Time management and teamwork
 - Communication skills
-

WORK EXPERIENCE

Class Teacher (NYSC)

Jolaoluwa College, Aba Ibeji, Ibadan

2025 – 2026 - Prepared and delivered lesson plans in line with curriculum standards - Maintained student records, assessments, and attendance - Supported examination supervision and grading - Participated in school administrative and community activities

Typist / Administrative Assistant

Divine Academy Secondary School, Agbeede, Konshisha, Benue State

2021 – 2022 - Typed examination questions, lesson notes, and official correspondence - Assisted with record keeping and file management - Ensured accuracy, confidentiality, and timely submission of documents

Computer Operator

Real Solution Computer Café, Wanune

2018 – 2019 - Provided typing, printing, scanning, and basic computer services - Assisted customers with document formatting and corrections - Maintained daily operational records

INDUSTRIAL TRAINING (SIWES)

Joseph Sarwuan Tarka University, Makurdi

2023 - Participated in agronomy field operations including planting and farm maintenance - Assisted in animal science farm activities such as feeding and livestock care - Applied academic knowledge to practical agricultural work

EDUCATION

Bachelor of Agriculture (B. Agric) – Crop and Environmental Protection

Joseph Sarwuan Tarka University, Makurdi

Formerly Federal University of Agriculture, Makurdi, Benue State

Graduated: 2024

CERTIFICATION

Bachelor of Agriculture (B. Agric)

LANGUAGE

English

References available upon request