

## **CURRICULUM VITAE**

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**Nationality: British**

**Current Location: Block 98 Flat 1 Phase 4 Adeniji Adele Road Lagos State, Nigeria**

**US. Permanent Address: 67 Cliffwood, New Jersey, USA, 07721**

**UK. Permanent Address: 29 Glensdale Mount, Leeds LS9 9JQ United Kingdom.**

### **PROFESSIONAL PROFILE**

A highly accomplished Educationist, ICT Specialist, School Administrator, Health & Social Care Professional, and Customer Service Support Expert with over 30 years of cross-cultural experience across the United Kingdom, Nigeria, and the United States. Demonstrated expertise in Computer Science Education, ICT teaching, data processing, school leadership, system analysis, cloud management, social care, and customer relations.

Well-versed in the British EYFS, Montessori, American K–12, Nigerian, and IGCSE educational systems. Proven ability to manage school operations, train staff, integrate ICT into the curriculum, develop academic programmes, and deliver high-quality classroom instruction.

A motivated, compassionate, and highly organised professional with strong communication skills and a commitment to educational excellence, digital literacy, and learner success.

### **CORE COMPETENCIES**

- ICT Teaching & Digital Literacy
- Computer Science Education
- Early Years, Primary & Secondary Education
- Curriculum Development (EYFS, Montessori, IGCSE)
- System Analysis & Data Processing
- Cloud Management & Data Security
- School Leadership & Administration
- Social Care & Healthcare Support
- Customer Relations & Service Delivery
- Staff Recruitment, Training & Supervision
- Record Management & Academic Reporting
- ICT Support, Troubleshooting & System Maintenance
- Online Sales & Digital Marketing
- Community Support & Volunteering
- Customer Services Support

## **PROFESSIONAL EXPERIENCE**

**Dolly & Flutter Eyes by Ella International Services Ltd., Nigeria**

**CEO**

**January 2000 – Present**

- System Analyst / ICT Specialist / Manager
- Conducts system analysis, testing and maintenance of organisational ICT infrastructure.
- Manages cloud services, data processing, data security and digital operations.
- Provides ICT training, troubleshooting, software support and database supervision.
- Oversees customer service, digital communication and organisational technology strategy.
- Customer Services Support

**Methodist Girls High School, Sabo-Yaba, Lagos**

**September 2022 – Present**

- ICT Teacher / Computer Science Instructor / Academic Support
- Teaches ICT, Computer Science and Data Processing at junior secondary level.
- Coordinates academic clubs, social clubs, admissions, and student records.
- Serves as Social Media Organiser and Customer Service Representative.
- Class Manager for JSS 3C and SSS 2C, supervising discipline, counselling and progress tracking.
- Oversees database management, lesson notes and record books.

**YK Clinic, Lagos Island**

**January 2022 – Present**

- Auxiliary Nurse / Caregiver
- Provides personal care, medication administration and vital signs monitoring.
- Supports patient feeding, hygiene, housekeeping and recovery activities.
- Ensures comfort, safety and daily support for patients.

**Aurora B.ITCL, Broad Street, Lagos**

**January 2022**

- Loan Reconciliation / Customer Service Representative
- Managed online loan collection, data reconciliation and client communication.
- Provided customer service support through calls and digital channels.

**Jumia Warehouse, Ikeja, Lagos**

**July 2022**

- Warehouse Operative / Customer Service and Online Sales Support
- Performed inventory management, dispatching and stock arrangement.
- Handled online customer queries and digital order processing.
- Customer Services Representatives

**Straight A+ Tutors, Lekki-Ajah**

**2021**

- Home Tutor
- Delivered personalised home teaching sessions for learners of varied backgrounds.
- Supported students with homework, reading, mathematics and exam preparation.

**Lustre School, Opebi Ikeja**

**2019 – 2020**

- Head of School / Supervising Teacher
- Managed school-wide operations, staff supervision and academic activities.
- Organised workshops, seminars, and professional development for teachers.
- Directed recruitment, parent relations, public affairs and transportation.

- Ensured compliance with curriculum standards and digital reporting systems.

**Jiji.ng, Lagos**

**2018 – 2023**

- Working Remotely
- Customer Services Representatives
- Field Sales Business Development Manager (Online and Offline Marketing)
- Managed digital marketing and physical sales operations, advertising and customer service.
- Oversaw client communication and project execution for marketing campaigns.
- Checking Emails and CRM
- Inbound and Out bound Phone Calls

**Grace Children Home School, Lekki-Ajah**

**2016 – 2018**

- Head Administrator / Nursery Head
- Managed administrative operations, lesson planning, and school records.
- Coordinated communication with parents, teachers and external bodies.
- Supervised academic performance and supported teaching quality.

**The King School, Lagos**

**2014 – 2018**

- Nelson Handwriting Instructor (Part-Time)
- Trained teachers and students in Nelson handwriting techniques.
- Supported literacy development for early years and primary learners.

**Ocean Crest School, Lekki-Lagos**

**2014**

**ICT/Handwriting Teacher (Part-Time)**

Delivered ICT and handwriting lessons to pupils in Years 1–6.

Supported ICT integration and literacy improvement projects.

**Pampers Private School, Surulere-Lagos**

**2010 – 2012**

- Year 1 Class Teacher / Handwriting Instructor
- Taught Year 1 class, conducted handwriting trainings and managed assessments.
- Maintained student records and collaborated with parents.

**Ocean Crest School, Lekki-Lagos**

**2009 – 2010**

- ICT Teacher / Secretary
- Delivered ICT lessons while assisting with secretarial and administrative duties.
- Provided customer service and handled parent communication.

**Avi-Cenna International School, Ikeja**

**2008 – 2009**

- ICT Teacher / Supervisor / Database Administrator
- Supervised ICT laboratory, supported teachers, and managed digital records.
- Delivered ICT lessons using innovative teaching strategies.

**Vessel Unto Honour Ministries, Leeds, UK**

**2006 – 2009**

- IT Manager / Customer Service Representative
- Managed IT infrastructure, digital media and customer engagement.
- Supported database operations and technology-driven activities.

**Greenwich Council, London, UK**

**2003 – 2006**

- Volunteer / Health Care Assistant
- Provided companionship, support and recreational activities for elderly clients.
- Assisted with mobility, safety and wellbeing.

**Neville House Nursing Home, Leeds, UK**

**2001 – 2006**

- Night Care Assistant
- Supported elderly residents with medication, hygiene, Cleaning, safety and rest.
- Monitored patients and ensured overnight comfort and care.

**Corona School, Ikoyi-Lagos**

**1996 – 2003**

- Computer Science Teacher
- Designed Computer Science curriculum and organized computer club.
- Taught ICT, assessed students, and improved digital literacy.
- Organize workshop and write ICT Curriculum

## **EDUCATION & PROFESSIONAL CERTIFICATIONS**

### **Higher & Tertiary Education**

- ❖ MBA Management In view 2026
- ❖ B.Sc. Ed Computer Science Education, University of Benin, Nigeria (1999–2003)
- ❖ Certificate in Information Technology, University of Chester, UK (2002)
- ❖ NCE Computer Mathematics / Primary Science, Federal College of Education, Osiele (1994)
- ❖ AI Skills 4 women 2026
- ❖ Data Science and Analytics 2026
- ❖ Data processing level 1 2026
- ❖ Cybersecurity & Data Protection in Healthcare 2026
- ❖ ICT, Safety, Education & Health Certifications 2024
- ❖ Bridging the Dementia Divide – University of Derby, UK
- ❖ Early Years Foundation Stage (EYFS) Certificate
- ❖ Montessori Certification
- ❖ Jolly Phonics Certification
- ❖ TRCN Certification 2023
- ❖ IGCSE/Checkpoint Certification
- ❖ Certificate in Schematic Development in Early Years
- ❖ Healthcare First Responder Certificate
- ❖ Caregivers Certificate (Level 2)
- ❖ Certificate in Sales
- ❖ Certificate in Medical Social Work
- ❖ Cybersecurity Awareness Certificate 2022
- ❖ Cyber Security & Personal Safety
- ❖ Elderly Care and Disability Support
- ❖ Diploma in Nursing and Patient Care
- ❖ Health Care Assistant Certificate
- ❖ Diploma in Health and Social Care (Level 3)
- ❖ Earlier Certifications
- ❖ Brain Bench Computer Fundamentals (Win 95/98), 2000
- ❖ West African Examination Council (WAEC), Surulere Secondary School, 1989
- ❖ GCE O'Level, 1991 & 1992

**REFEREES**  
**Available upon request.**