

OLASUPO GOD'S COVENANT AYO

Lagos, Nigeria • +234 907 462 8419 • covenantolasupo3@gmail.com
linkedin.com/in/god-s covenant-olasupo-381124255

PROFESSIONAL SUMMARY

Organized and reliable professional with strong experience in client communication, remote support, teaching, content editing, and stakeholder engagement. Proven ability to manage tasks independently, deliver quality work under deadlines, and build positive relationships. Comfortable using digital tools and collaboration platforms. Known for clear communication, attention to detail, and a consistent record of reliable remote and in-person support.

PROFESSIONAL EXPERIENCE

Primary School Teacher

Toppers Group of Schools – Gbongan, Osun State | September 2025 – July 2026

- Delivered multi-subject instruction and managed classroom activities effectively across different age groups.
- Developed lesson plans, tracked student progress, and fostered engagement and classroom discipline.

Freelance Remote Editor & Content Assistant

Remote (Fiverr, Kwork, ComeUp) | January 2022 – Present

- Provide remote support to international clients through editing, proofreading, content creation, and task delivery.
- Manage client communications via email and chat, ensuring timely delivery and high-quality output.
- Handle multiple projects simultaneously while maintaining accuracy and meeting agreed deadlines.

Reporter / Head of Sports Desk

Armed Forces of Nigeria Radio Service 107.7FM – Asokoro, Abuja | February 2017 – January 2022

- Researched, coordinated, and delivered accurate news and sports content under tight deadlines.
- Supervised desk operations and coordinated team tasks to ensure smooth daily broadcast schedules.

Sales & Customer Service Representative

Jemmakay Mini Depot – Abuja | January 2016 – March 2017

- Handled customer inquiries, transactions, and relationship management while maintaining accurate records.
- Supported daily operations and ensured clients received clear and helpful responses.

Industrial Training Intern

Directorate of Defence Information, Defence Headquarters – Abuja | February 2017 – February 2018

- Supported documentation, record management, and internal communications within a structured office environment.

Student-Teacher (University Teaching Practice)

Seventh Day Adventist Secondary School – Ile-Ife | October – December 2021

St. Stephen's Grammar School – Modakeke | May – August 2023

- Taught Civic Education, Social Studies, and Government while managing student engagement and classroom activities.

Public Relations Officer

Education and Political Science Student Association, Obafemi Awolowo University | 2022 – 2025

- Managed communications, coordinated events, and handled stakeholder engagement for the association.

EDUCATION

B.Ed Political Science

Obafemi Awolowo University, Ile-Ife, Osun State | November 2018 – December 2025

Diploma in Photography and Videography

NAFOWA Vocational and ICT Centre, Ikeja, Lagos | November 2018 – February 2019

SSCE

Air Force Comprehensive Secondary School, Agbani, Enugu State | 2008 – 2014

CERTIFICATIONS

- The Art of Storytelling — Nigerian Youth Academy (NiYA) / Federal Ministry of Youth Development (2026)
- Basic Financial Education — Kudimata / NNPC Foundation in partnership with NYSC (August 2026)
- Art Business & Entrepreneurship — TAFTA Terra Academy for the Arts, MasterCard Foundation (August 2025)
- Customer Relationship Management — HP LIFE / HP Foundation (May 2026)

- Human Resource Management — Great Learning (2026)
- Teachers Registration Council of Nigeria (TRCN) — Registered Teacher (2025)

CORE COMPETENCIES

Administration & Operations

Document Management • Record Keeping • Calendar & Task Coordination • Reporting • Office Support • Process Organization

Client & Customer Support

Client Communication • Issue Resolution • Relationship Building • Follow-up Management • Customer Education • Remote Support

Content & Communication

Editing & Proofreading • Content Creation • Research & Reporting • Clear Written and Verbal Communication • Stakeholder Engagement

Soft Skills

Attention to Detail • Time Management • Reliability • Adaptability • Team Collaboration • Problem Solving

Tools & Platforms

Microsoft Office (Word, Excel, PowerPoint) • Google Workspace • Email & Chat Tools • Basic CRM Awareness • Canva (basic)

LANGUAGES

English (Fluent) • Pidgin (Fluent) • Yoruba (Good Understanding) • Igbo (Basic Understanding)