

CHRISTIANA OKUNOWO

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PROFESSIONAL SUMMARY

Resourceful and self-driven graduate of Botany with hands-on experience across education, research, and administrative roles. Known for a high level of integrity, strong work ethic, and adaptability, I excel in both collaborative and leadership settings. My interdisciplinary curiosity allows me to thrive beyond conventional expectations—problem-solving, learning fast, and embracing challenges with passion.

WORK EXPERIENCE

September 2023 - Present *Senior School Coordinator* Braingate Model College, Ijoko, Ogun-state, Nigeria.

- Managed daily school operations of 20-person team, ensured successful completion of all assigned tasks.
- Monitored classes and students progress and implemented school policy and regulations
- Managed multiple projects and lead successful initiatives in the school
- Supervised staff and ensured proper communication between students, parents and staff
- Collaborated with faculty members to develop and implement lesson plans.
- Enforced classroom management policies that fostered a positive learning environment.

April 2021 - February 2022 *Graduate Intern* Nigeria Stored Products Research Institute (NSPRI), Ilorin, Kwara-state, Nigeria.

- Conducted experiments on stored agricultural products under the supervision of the Durable Crops Research Director.
- Contributed to the development of NSPRI's signature smoked catfish and pondo potato flour.
- Drafted research reports, supporting a more efficient documentation process.
- Assisted with farmer training and empowerment programs.
- Performed administrative duties and provided clerical support for department operations.

February 2013 - October 2015 *Marketing Assistant* A4 Foods and Co., Ogun, Nigeria.

- Supported marketing campaigns and product launches.
- Executed paid digital advertising using Facebook Ads Manager and Instagram, boosting

ROI by 25%.

- Conducted competitor research and market analysis for strategic decision-making.

May 2011 - December 2012
Nigeria

Secretary

Samdok Consulting Ltd, Lagos,

- Managed company email accounts and maintained communication timelines.
- Handled document production, filing, and electronic records.
- Liaised with external bodies and coordinated policy implementation logistics.

EDUCATION

January 2016 - February 2020
University, Lagos, Nigeria

Bachelor of Science (B.Sc.) in Botany

Lagos State

KEY SKILLS

Soft Skills:

- Leadership & Team Collaboration
- Effective Communication
- Conflict Resolution
- Problem Solving

Technical & Administrative Skills:

- Analytical & Research Proficiency
- Record Management & Report Writing
- Office Administration
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Social Media Marketing (Facebook & Instagram Ads)
- Client Relations & Service

Language:

- English (Fluent)