

RASAK JOY OLUWATOSIN

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PROFESSIONAL SUMMARY

Hardworking, responsible, and adaptable Theatre Arts graduate with experience in teaching, remote customer service, and sales. Strong communication, interpersonal, public speaking, creative writing, and problem-solving skills. A quick learner who works well independently and as part of a team. Eager to contribute positively to an organisation while developing professionally.

WORK EXPERIENCE

Remote Customer Service Representative

- Responded to customer enquiries through online communication channels.
- Assisted customers with questions, concerns, and requests.
- Maintained professional and courteous communication with customers.
- Helped provide solutions to customer concerns.
- Demonstrated strong communication and problem-solving skills while working remotely.

Sales Assistant

- Attended to customers and assisted them with purchases.
- Provided customers with relevant product information.
- Maintained friendly and professional relationships with customers.
- Supported daily sales activities and customer service.
- Helped maintain an organised and welcoming sales environment.

Teacher — 2022

- Taught English and other subjects to students.
- Assisted students with lessons, assignments, and academic activities.
- Encouraged student participation and maintained a positive learning environment.
- Demonstrated patience, responsibility, and good classroom management.

EDUCATION

University of Abuja, Abuja

Bachelor of Arts (B.A.) Theatre Arts — 2026

Abuja International Academy, Abuja

Secondary School Certificate — 2021

KEY SKILLS

Customer Service	Communication	Sales
Public Speaking	Problem Solving	Creative Writing
Teamwork	Interpersonal Skills	Time Management
Organisation	Adaptability	Basic Computer Skills
Ability to Work Under Pressure		

INTERESTS

Reading • Singing • Writing • Theatre and Performing Arts

REFERENCES

Available upon request.