

SALAMI ADEJUMOKE ELIZABETH

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18, Omobonike Oloshun Street, Ota, Ogun State.

CAREER OBJECTIVE

To contribute to organizational success by applying my skills, creativity, and dedication in a dynamic role that fosters professional growth and teamwork.

SKILLS AND CORE COMPETENCIES

- Communicate effectively with diverse audiences.
- Solve problems quickly and effectively
- Deliver exceptional customer service
- Maintain attention to detail and accuracy in all tasks
- Manage time and prioritize tasks effectively
- Creative problem-solving and teamwork

EXPERIENCE

Precious Gift Academy

POSITION: Teacher (NYSC)

May 2025- March 2026

- Plan, prepare and deliver engaging lessons in line with the school's curriculum
- Provide individual supports to students with learning difficulties.
- Participate in school activities, staff meetings, and extracurricular programs.
- Mentor students on moral values and personal development
- Prepare submit lesson notes, reports and student progress records.
- Maintain classroom discipline and create a positive learning environment

Greenlane Logistics International Limited

POSTION: Customer Care Rep (Internship)

July 2022- Sept 2023

- Process orders, returns and refunds accurately in line with company policies.
- Maintained detailed records of customer interactions and transactions in the system.
- Coordinate with operations, warehouse and dispatch teams to resolve logistics issues.
- Handle customer inquiries and complaints via phone, email, chat, ensuring timely and satisfactory resolutions.
- Track and trace shipments, providing customers with real-time updates on delivery status.

Folakemi House of Fashion

POSTION: Fashion Designer Assistant

2017- Feb 2022

- Assist the lead designer in creating sketches, mood boards and fabrics selections
- Prepare and organize fabric swatches, trims and accessories and for collections.
- Maintain inventory fabrics, materials and design tools.
- Coordinate fittings and record model measurements and adjustments
- Assist in photoshoot styling, lookbook creation and runway preparations

ACADEMIC QUALIFICATIONS

- BSc in Business Administration (Caleb University) 2021-2024
- Diploma in Business Administration (LASU) 2018-2021
- Secondary School Certificate (Dynamic Private School) 2010-2016

Skills

▪ Communication	Leadership & Team Collaboration	Problem-Solving
▪ Time Management & Organization	Attention to detail	Internal communications
▪ Problem-solving		Teamwork

REFERENCES

AVAILABLE ON REQUEST
