

SALAMI ADEJUMOKE ELIZABETH

Plot 1, Block 1, Fairmont Estate, Abule-Egba Lagos
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Professional Summary

Highly organized and detail-oriented Business Administration graduate with experience in customer service, administrative support, and education. Proven ability to manage tasks efficiently, communicate effectively with diverse audiences, and resolve problems quickly. Adapt at maintaining accurate records, supporting daily operations, and delivering excellent customer experiences. A dedicated team player committed to contributing to organizational growth and success.

Experience

- Precious Gift Academy**
Teacher (Nysc)
 - ❖ Planned and delivered engaging lessons in line with the school curriculum.
 - ❖ Provided individualized support to students to improve academic performance.
 - ❖ Maintained classroom discipline and created a positive learning environment.
 - ❖ Prepared lesson notes, reports, and student progress records.
 - ❖ Participated in school activities, staff meetings, and extracurricular programs.
 - ❖ Mentored students on personal development and moral values.

May 2025 - March 2026
- Greenlane Logistics International Limited**
Customer Care Representative (Intern)
 - ❖ Handled customer inquiries and complaints via phone, email, and chat, ensuring timely resolution.
 - ❖ Processed orders, returns, and refunds in accordance with company policies.
 - ❖ Maintained accurate records of customer interactions and transactions.
 - ❖ Coordinated with operations, warehouse, and dispatch teams to resolve logistics issues.
 - ❖ Tracked shipments and provided customers with real-time delivery updates.
 - ❖ Delivered high-quality customer service, improving customer satisfaction.

July 2022 - September 2023
- Folakemi House Of Fashion**
Fashion Designer Assistant
 - ❖ Assisted the lead designer in creating sketches, mood boards, and fabric selections.
 - ❖ Organized fabrics, trims, and accessories for collections.
 - ❖ Maintained inventory of materials and design tools.
 - ❖ Coordinated fittings and recorded measurements and adjustments.
 - ❖ Supported photoshoot

May 2017 - February 2022

Education

- ❖ Caleb University 2021 -
B. Sc. Business Administration| Second Class (Honours) Upper Division

2024
- ❖ Diploma in Business Administration
Lagos State University (LASU)| Second Class (Honours) Upper Division

2018 - 2021
- ❖ Secondary School Certificate
Dynamic Private School

2010 - 2016

Skills

- ❖ Leadership and Team Collaboration
- ❖ Communication and Interpersonal Skills
- ❖ Customer Service and Relationship Management
- ❖ Time Management and Organization
- ❖ Microsoft Office and Technology Proficiency
- ❖ Active Listening and Attention to Detail
- ❖ Solve Problems quickly and Effectively

Professional Certifications

- ❖ Fundamentals of Quantitative Modelling
Wharton University of Pennsylvania (Coursera), December 2022
- ❖ Introduction to Spreadsheets and Models
Wharton University of Pennsylvania (Coursera), December 2022
- ❖ Modelling Risks and Realities
Wharton University of Pennsylvania (Coursera), December 2022
- ❖ IT Fundamentals in the Workplace
CompTIA & Caleb University
- ❖ Fundamentals of Digital Marketing
Google Digital Garage

References

References available upon request.