

UTOWARE VICTORIA MODUPEAYOMIDE

Ibadan, Oyo State, Nigeria | 08148886683 | modupeutoware@gmail.com | linkedin.com/in/victoria-modupe-142558301

PROFESSIONAL PROFILE

A motivated and detail-oriented Library and Information Science graduate with experience in teaching, customer service, administrative support, and information management. Skilled in communication, Microsoft Office, record keeping, research, and working effectively with people. A fast learner with strong organizational and interpersonal skills, seeking an opportunity to contribute to a reputable organization while developing professionally.

EDUCATION

Delta State University, Abraka, Nigeria — B.Sc. Library and Information Science | 2021–2024

Aviara Commercial Grammar School — Secondary School Education | 2010–2016

Blessed Kiddies Nursery & Primary School, Lagos, Nigeria — First School Leaving Certificate | 2003–2009

TRAINING & CERTIFICATIONS

Jobberman Build Careers for Workplace Success Skills Training

NYSC Skills Training Programme, Oyo State | 2026

- Completed employability and workplace-readiness training and obtained a certificate.
- Developed practical skills in professional communication, workplace effectiveness, and career development.

PROFESSIONAL EXPERIENCE

Pexiloza Group — Remote | Chat Moderator / Customer Support | January 2025 – November 2025

- Managed and responded to client messages across five different countries, providing timely and professional customer support.
- Handled multiple client conversations while maintaining clear, respectful and effective communication.
- Consistently worked toward and met assigned daily and weekly performance targets.
- Adapted communication to clients from different countries and backgrounds.
- Worked independently in a remote environment while maintaining productivity and meeting assigned responsibilities.

Okowas Hotel — Sales Representative

- Attended to customers, provided product information and assisted with sales.
- Handled customer enquiries and supported day-to-day hotel operations.

Rainoil, Airport Road, Warri, Delta State — Pump Attendant | 2019

- Attended to customers, provided product information and assisted with sales.
- Handled cash transactions and maintained accountability for sales received.
- Arranged and organized stock and supported day-to-day shop operations.
- Assisted with opening and closing the shop.
- Maintained an orderly and welcoming retail environment.

NATIONAL YOUTH SERVICE CORPS (NYSC)

Prospect High School Abanla, Ibadan, Oyo State — NYSC Teacher / Librarian | 19 November 2025 – Present

- Teach Government and English Language to SS1–SS3 students.
- Prepare and deliver lessons, classwork, assignments and assessments appropriate to students' learning levels.
- Manage classroom activities and maintain a structured and supportive learning environment.
- Monitor students' academic progress and provide guidance and support.
- Collaborate with other teachers on academic activities and school responsibilities.

INDUSTRIAL TRAINING (SIWES)

DELSU Ultra Modern Library — Library Intern | 2022/2023

- Assisted with cataloguing, classification, shelving, and circulation of library materials.
- Helped users locate books and relevant information resources.
- Maintained library records and assisted with database and filing activities.
- Gained practical knowledge of library operations, information retrieval, and customer service.

UNDERGRADUATE RESEARCH

Delta State University — Research Project: "Challenges of Information Retrieval Among Undergraduate Students in Academic Libraries"

Successfully defended in March 2024.

COMMUNITY SERVICE & VOLUNTEERING

NYSC Culture and Tourism Community Development Service (CDS) Group, Oyo State — Member | 2025 – Present

- Participated in activities promoting traditional festivals, local history and cultural heritage.
- Supported awareness of traditional music, dance, food, clothing and tourist attractions.
- Participated in activities related to museums, cultural sites, documentaries and audiovisual archives.
- Gained awareness of how libraries can preserve and promote cultural and tourism information.

CORE SKILLS

Microsoft Word • Customer Service • Written & Verbal Communication • Time Management • Teamwork & Collaboration • Public Speaking • Classroom Management • Information Management

LANGUAGES

English: Fluent **Isoko:** Native

ADDITIONAL INFORMATION

NYSC service is ongoing; NYSC certificate will be available upon completion/POP.

References available upon request.