

ADENIYI Mary Mopelola OND, B.Sc. (Hons)

Lagos State, Nigeria.

+234 703 165 6300 | adenyimary777@gmail.com

OBJECTIVE

I am a highly motivated, and proactive personnel with experience in the educational sector and a proven track record of providing satisfactory customer service while responding to customers enquiries, resolving complaints, providing technical support, amongst others. I utilize my strong interpersonal and problem-solving skills to instill excellence in learners under my supervision and as an administrator in the academic settings. While I have worked as customers' service representative on the other hand, I strive to enhance customers' satisfaction thereby, yielding excellent business outputs.

EXPERIENCE

Jan.
2025 -
Till date

- **Head of Business Development and Marketing**
Shelter Professionals Limited
 - Manage the Company's social media contents
 - Ensure regular communication with tenants in properties under the company's management.
 - Ensure that the company maintains High standards of corporate social responsibility wherever it does its business.
 - Relationship Manager

Aug.
2024 -
Dec.
2024

- **Educator**
Ayakpo College
 - Taught the Junior Secondary School Classes (1-3) English language.
 - Engaged the primary students in Creative and Cultural Arts.

Sept.
2023 -
Aug.
2024

- **Admin head/Class Teacher**
Aya Destiny International School, Yenegoa, Bayelsa (NYSC)
 - Worked as the Admin head and subject teacher during the compulsory one-year National Youths Service
 - Interviewed Applicants for vacant roles in the school
 - Contributed to the school curriculum review to enhance high productivity
 - Managed the school welfare

Jan.
2022 -
Till date

- **Customer Care Representative**
Doyin's White Laundry Service
 - Manage and respond to incoming calls
 - Record and document payments
 - Provide information about the services the business renders to clients.

Sept.
2020 -
Aug.
2023

- **Class Teacher**
Mafina Nursery and Primary School
 - Interact with the pupils and support elementary learning
 - Support the children in developing skills around Arts and Drama
 - Coordinate and instruct Junior Secondary Students in Cultural and Creative Arts

Dec.

- **SIWES**

2014 -
Mar.
2015

Ogun State Television (OGTV)

- Camera room support
- Writing of program outline for the entertainment segment

EDUCATION

2018-
2023

- **B.Sc. Theatre Arts and Music**
Lagos State University
Second class (upper division)

2014-
2016

- **OND Mass Communication**
Moshhood Abiola Polytechnic, Ogun State

SKILLS

Excellent Communication skills	80%	Good interpersonal relationship	80%
Excellent learning ability and Problem solving	80%	Tolerant and flexible adaptation	80%
		Team leadership	80%

REFERENCE

- Available on request