**Fawamide Tolulope Abosede**

**House 12, Ayo Kehinde Crescent, Temidire Estate off All Motors Road, Old Ife Road Ibadan.**

**Telephone: 08032950591**

**Whatsapp:07051023487**

**Email:** **tolufawas@gmail.com**

Objective

Seeking a new and challenging position, that will make best use of existing managerial skills and experiences while enabling further personal and professional development.

Career Summary

**2019 - Till date U&E CUPIDS TREAT LTD**

 **Freelance Translator (English to Yoruba)**

* + - Translations
		- Reviews
		- Decontextualizations
		- Transcriptions

**2011– Till date Centre for Enterprise Development and Action Research**

 **Project / Admin Officer.**

* Research and Personal Assistant to the Coordinator.
* Perform Field Research Activities, Training, Report Writing, Data Analysis, Administrative and Accounting Activities.
* Design and Development of Questionnaires, Application Forms, Business Plans and Proposals.
* Working in close conjunction with other Non-Governmental Agencies to create and implement a Network Representation Plan.
* Actively involved in Monitoring and Evaluation Processes.

**2009- 2010 Community High School Umuida, Igbo-Eze North Local Government, Enugu State**

 **NYSC (Teaching)**

* Organized intra-class talent discovery programmes for students.
* Prepared lesson notes, grade test and evaluated students’ progress.
* Ran extra-curricular sports, club and other activities
* Developed various strategies to help make learning easier and better for students

**2011 Independent National Electoral Commission Ad hoc Staff, Surulere LGA, Oyo State.**

 **Assistant Registration Officer (ARO) I**

* Data entry which involves capturing of finger prints, photograph and other details.
* Issuing of temporary voter’s card, generating of daily and general Reports.

**2005–2006 Adchemm Travels and Tours Agency**

 **Customer Service Representative**

* Delivering friendly and efficient customer services
* Creating a warm and welcoming atmosphere for all of our guests, with the key aim of retaining and attracting old and new customers
* Dealing with all enquiries in a professional and courteous manner, in person, on the telephone and via e-mail
* Assist in keeping  reception area clean and tidy, at all times

**2004 Broadcasting Corporation of Oyo State (BCOS)**

 **Programmes Department**

* Assisting in programme production and presentations
* Assist in editing recorded programmes in the editing suite.
* Taking records of programmes broadcasted in the Library Unit.

Education and Qualifications

**2013 – 2015** Postgraduate School, University of Ibadan. Ibadan, Oyo State.

***Postgraduate Diploma in Education (PGDE)***

**2010** Nigerian Institute of Management (CHARTERED)

***Proficiency/Graduate Certificate***

**2009** Educare Trust and Exhibition Centre

***Computer Training Certificate***

**2006 – 2008** The Polytechnic, Ibadan. Oyo State*.*

***(HND) Mass Communication***

**2003 – 2005** The Polytechnic, Ibadan Adeseun Ogundoyin Campus, Eruwa, Oyo State

***(ND) Mass Communication***

**2001** Araromi Owu Grammar School, Osun State

 ***(WASSCE)***

**1994 – 2000** Abadina College, University of Ibadan, Ibadan

 *(****NECO-SSCE****)*

Membership

* Member African Business Roundtable (MABR)
* Graduate Member Nigerian Institute of Management (MNIM)
* Association for African Women in Research and Development (AAWORD) Youth Wing
* Association of Student Communicators (ASCOM) The Polytechnic, Ibadan Chapter
* Abadina College Old Student Association (ACOSA)

Workshop/ Seminars Attended with Date

* African Business Roundtable (ABR) Regional Workshop for West, Central and North Africa 2014. Titled: **“Association Building and Access to markets, Technology and Quality Standards”** held at Ghis Palace Hotel Lome, Togo on 6th – 7th May 2014.
* **“Building Community Radio for Democratic Governance in Nigeria”** South-West/North-Central Zonal Workshop organised by Institute for Media and Society at Winners Guest House, Ijapo Estate Akure on October 8th – 9th, 2013.
* **“African Youth Training on Gender and Economic Justice”**. A four days workshop held at Cleen Foundation Ojodu Berger Lagos 19th - 22nd August 2013, organised by Association of African Women for Research and Development (AAWORD) Nigeria Chapter.

Professional Skills

* Creative and Analytical Thinking
* Negotiation and Team Management
* Computer Application (MS Office Suite).
* Detail Oriented and Problem solving skills
* Good Verbal and Written Communication skills.

Personal Details

**Sex:** Female

**State of Origin:** Oyo

**Nationality:** Nigerian

**Status:**  Married

References Are Available On Request