**AJAYI Rachael Adetomilola**

Johnson Awe Estate, Apata, Ibadan, Oyo State

+2347035647736, +2349034694633

**rachaeltomi@gmail.com**

## Career Objectives

A versatile, analytical and hard working person, who always want to achieve the best results, able to collect and analyze information working with existing staff and facilities contributing the best of my ability and quota, so as to improve organizational objectives and achieve managerial goals and targets, always a learner for life.

**Educational Profile**

**2017: National Youth Service Corp**

**2011-2016: Ekiti State University Ado-Ekiti, Ekiti State**

**2004-2010: Amazing Grace Secondary School, Otun-Ekiti, Ekiti-State**

 **O`level {WASSCE}**

**1998-2004: Amazing Grace Nursery and Primary School, Otun-Ekiti, Ekiti State**

 **Primary School Leaving Certificate**

## Personal skills

## Ability to work effectively

## Integrity and honesty

## Physical and mental alertness

## A good team administrator and leader

## Excellent knowledge on computer Microsoft wordand internet.

## Effective use of initiative

## Fluent communication skills in English, Yoruba Language.

## Work Experience

***Performing Makeup Artist* 2020 till present**

**Detomi Touch**

**Description**

* Applied makeup to enhance the appearance of clients before special events such as weddings, photo shoots, fashion shows and award ceremonies
* Recommended makeup products to customers
* Advised and educated clients on current trends, different products and general skin care principles and procedures.

***Subject Teacher 2019-*2020**

 **Greater Tomorrow Model College, Embassy Island Ado-Ekiti, Ekiti-State**

**Description**

* Taught coursework, assigned homework, graded tests, supervised Examinations and monitored student progress throughout the session

 ***Administrative Secretary 2018-2019***

 Kedi Healthcare Industry Nig Ltd, Ado-Ekiti, Ekiti-State.

**Description**

* Answering calls, taking messages and handle correspondence
* Maintaining diaries and arranging appointments
* Acting as a receptionist and also meets and greet clients
* Implemented financial reporting systems.
* Provided regular progress reports on a monthly basis

***Class Assistant***

Ori – Oke Community High School, Ogbomosho ***2017***

NYSC Service Year

**Description**

* Observed, assessed and recorded students progress, and shared knowledge with teachers and parents as required.

## Hobbies

Writing, Researching, Meeting people, Reading and surfing the internet for updates.

## Referees

**Mr. Isaac Ilori Ajisafe**

*Kedi Healthcare Industry Nig. Ltd,*

*Ado Ekiti, Ekiti State*

 *08034347161*

**Mr Adeniyi Ajayi**

*Optimum Tutors*

*Ado Ekiti, Ekiti State*

*07030741586*