**SODEINDE**

Email: [sodeinde.336981@2freemail.com](mailto:sodeinde.336981@2freemail.com)

**PERSONAL PROFILE**

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An energetic and versatile tutor who is able to teach across a wide range of Computer and IT topics. I havea strong background in planning lessons, organising extra-curricular activities and helping to transform the lives of her pupils. I am someone who possess a variety of competencies that set me apart from other candidates, amongst these is my ability to not only get students to listen, but to also understand. As a seasoned professional that can turn best practices into high quality, goal-driven results. Aside from my technical competencies, pleasant manner and excellent communication skills allow me to quickly connect with children from all social backgrounds. At the moment I am looking for a suitable position with a school that has a culture that appreciates and rewards excellence.

**CAREER HISTORY**

**ICT INSTRUCTOR** – January 2013 – Sept. 2016  
Employers name – Honeyland College Magodo.   
Responsible for teaching an ICT curriculum that is consistent with the schools objectives.

Duties and Responsibilities**:**

* Teaching all areas of the school ICT curriculum.
* Teaching students the latest computer skills.
* Training students in Microsoft Office Suite, Corel Draw, SQL,Adobe Photoshop, Adobe Flash CS6, HTML & CSS and Dreamweaver
* Providing ongoing and timely feedback to students on their progress.
* Completing daily pupil attendance reports.
* Preparing assignments, course material and lessons for pupils to do.
* Marking and grading a pupil’s class and home work.

**COMPUTER TEACHER** – June 2011 - March 2012  
Employers name – Great Joy College, Haruna, Ikorodu. (British Council Approved)

Responsible for teaching a computer curriculum that is consistent with the schools district goals and objectives.

Duties and Responsibilities

* Maintaining discipline in the classroom.
* Attending parents' evenings.
* Attending staff meetings.
* Researching new subject topic areas to teach.
* Proficient in Windows and Microsoft Office software.
* Troubleshooting PC problems.
* Demonstrating computer hardware and software to students
* Conducting frequent and appropriate assessments of a student’s abilities.
* Informing parents of a student’s academic progress.

**Key Competencies and Skills**

1. *Problem solving skills*
2. *Written and verbal communication skills (built up through essays, presentations and coursework during my time at school/college, and through replying to email queries during my office work placement*
3. *Ability to work well under pressure*
4. *I.T. skills including experience in Microsoft Office (Word, Excel, PowerPoint.*
5. *Quick learner, keen to learn and improve skills*
6. *Multi-tasking*
7. *Ability to work in a team*
8. *Customer service skills.*
9. *Good leadership abilities.*

**Education and Credentials**

LEAD CITYUNIVERSITY - Ibadan, NIG

**BSC. In Computer and Information Science, 2009**

**Oracle Certification Professional (O.C.A) & (O.C.P), 2008**

**Soft Ware & Computer Skills**

* Excellent in Microsoft Word
* Corel Draw, PowerPoint
* Microsoft Excel
* SQL
* Database administration
* Microsoft Access
* Autodesk Maya (3D)
* Mobile App (App Inventor)
* Adobe Photoshop, Adobe Flash, HTML & CSS and Dreamweaver
* Installing, formatting and maintenance of computer system or Laptop.

Linguistic Skills

English – Proficient-Read & Write

**REFERENCES**

Available on request.