

AJUDIE GOD'SPOWER TALOTOLUWA

EDUCATOR

Administrative Professional | Communication & People Management

CONTACT

Phone: 08067382301

Email: ajudiegodspower97@gmail.com

Address: House 4, Tajudeen Olarenwaju Estate, Yaba Phase 1, Lagos

LinkedIn: Gloriousgp97

EDUCATION

University of Lagos
B.Sc. Education (Early Childhood Education)
2020 – 2026 (Completed)

St. Louis College
Senior Secondary School Certificate (SSCE)
2013 – 2016

St. Louis College
Junior Secondary School Certificate (JSSCE)
2010 – 2013

SKILLS

- Classroom Management
- Lesson Planning & Delivery
- Child Development & Learning Support
- Office Administration
- Communication & Interpersonal Skills
- Record & Document Management
- Computer Literacy
- Graphic Design
- Customer Service
- Organisation & Time Management
- Teamwork & Collaboration
- Problem-Solving
- Public Speaking

ABOUT ME

A dedicated and versatile professional with experience in teaching, administrative support, clerical duties and customer relations. Holds a completed B.Sc. in Education (Early Childhood Education) from the University of Lagos, with experience in lesson preparation, classroom management, office administration, record keeping and communication. Demonstrates strong interpersonal, organisational and problem-solving skills, and is committed to continuous learning and contributing positively to organisational goals.

EXPERIENCE

Teacher / Educator
Brightest Star School, Lagos | 2025 – 2026

- Plan and deliver lessons in line with the school curriculum.
- Prepare lesson notes, instructional materials and examination questions.
- Assess pupils' academic performance and monitor their progress.
- Maintain classroom discipline and a positive learning environment.
- Support pupils' academic, social and personal development.
- Communicate effectively with parents and school management.
- Participate in school activities and other assigned responsibilities.

Clerk / Secretary
Aribaba Legal and Advisory | 2019 – 2020

- Provided clerical and administrative support for daily office operations.
- Prepared, organised and maintained office documents and records.
- Assisted with filing, correspondence and general office communication.
- Attended to visitors and supported routine administrative activities.

Clerk / Secretary
Law Shield | 2018 – 2019

- Provided administrative and secretarial support to the office.
- Organised files, documentation and records for easy retrieval.
- Assisted with correspondence and routine office communication.
- Supported daily office activities and attended to clients and visitors.

Cyber Café Attendant
Cyber Café | 2017 – 2018

- Assisted customers with computer, internet and document services.
- Performed basic computer operations, typing, printing, scanning and photocopying.
- Responded to customer enquiries and service requests.
- Helped maintain an organised and functional work environment.

AJUDIE GOD'SPOWER TALOTOLUWA | Curriculum Vitae

PERSONAL DETAILS

POST APPLIED FOR
Teacher / Educator

PLACE AND DATE OF BIRTH
Mushin, Lagos – 18/02/1997

STATE OF ORIGIN / LGA
Aniocha North, Delta State

HOME ADDRESS
House 4, Tajudeen Olarenwaju Estate, Yaba Phase 1

CURRENT CONTACT ADDRESS
House 4, Tajudeen Olarenwaju Estate, Yaba Phase 1

SEX
Male

NATIONALITY AT BIRTH
Nigerian

MARITAL STATUS
Single

NUMBER AND AGES OF CHILDREN
None

PERSONAL SKILLS

- Effective communication
- Adaptability
- Initiative
- Teamwork
- Time management
- Professionalism

INTERESTS

- Writing
- Public speaking
- Drawing
- Travelling
- Learning new skills

PROFESSIONAL STRENGTHS

Teaching & Learning
Lesson planning and delivery, classroom management, pupil assessment and support for children's academic, social and personal development.

Administration & Records
Clerical and secretarial support, filing, documentation, correspondence and well-organised record keeping.

Communication & People
Clear communication with parents, school management, clients and visitors, with strong interpersonal and customer service skills.

Creative & Digital
Graphic design and digital marketing training, computer literacy, and practical experience with typing, printing and scanning services.

QUALIFICATIONS

B.Sc. Education (Early Childhood Education) – University of Lagos | 2026

Certificate in Graphic Design | 2019

Certificate in Digital Marketing | 2020

REFEREES

Referee 1
Full Name: To be provided
Designation / Organisation: To be provided
Full Address: To be provided
Phone: To be provided **Email:** To be provided, if available

Referee 2
Full Name: To be provided
Designation / Organisation: To be provided
Full Address: To be provided
Phone: To be provided **Email:** To be provided, if available

Referee 3
Full Name: To be provided
Designation / Organisation: To be provided
Full Address: To be provided
Phone: To be provided **Email:** To be provided, if available

DECLARATION

I, Ajudie God'spower Talotoluwa, hereby declare that the information provided in this Curriculum Vitae is true and correct to the best of my knowledge.

Signature: _____ Date: _____