Ade Eletu-Odibo

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Personal Profile

I am a highly motivated, reliable and a polite individual. I enjoy challenges and strive to achieve in any given task, utilising my knowledge of different IT systems and experience. I am self-motivated and possess excellent communication and interpersonal skills. Having worked in different roles with varying levels of responsibility and being tasked with coordinating and working alongside colleagues and clients as well as the general public. I possess the required maturity and flexibility for any given working environment and I am always commended on my excellent organisational skills and my ability to learn quickly and work efficiently with an eye to further learning and development. I would be a valuable addition to any organisation and welcome the opportunity to bring my experience to the role within the Digital sector.

Employment Summary

Digital Champion, Poplar HARCA, London   **Nov 2018 – Present**

- Set up training facility and equipment

- Updating learners tally and session records

- Greeted learners and provided a welcoming environment

- Built a rapport with learners and identified their needs

- Utilised monitoring tools to register learners, record attendance and progress

- Assisted learners to learn basic Digital skills and confidence

- Provided training in Microsoft, Email accounts, using the internet e.t.c

- Teach learners on a one to one and group session basis

- Support the tutor with running the class

- Updating learners tally and session records

- Providing administrative duties such as entering data of information of learners and calling them to confirm attendance

- Recruiting learners by doing outreach through schools locally or Job Center

Freelance Front End Developer, London   **Sep 2019 – June 2022**

- Identifying and selecting images

- Updating pre-existing websites

- Replicating a live website for client's own website

- Use design templates and amend according to client requirements

Exam Invigilator, Morpeth School, London   **May 2018 – Jun 2018**

- Placed examination cards on desks

- Labelled examination rows

- Displayed posters in the examination room

- Collected personal belongings, including mobile phones

- Provided examination information on boards

- Distributed examination papers to students

- Handed out, recording and collecting borrowed equipment

- Dealt with queries and incidents that arose

Volunteer Graphic Designer, Access Print Copy and Design, London   Oct 2016 – Apr 2018

- Liaised with clients regarding project specifications

- Produced content according to client brief requirements

- Assisted with design layouts and content

- Designed commercial publicity materials, including logos and posters

- Designed and produced business cards

- Ensured projects were completed within specified deadlines

Retail Assistant, Pound Stretcher, London   Oct 2017 – Dec 2017

- Provided frontline service and greeted customers

- Assisted customers in the selection and purchase of items

- Operated Cash register, including cashing up

- Adhered to company policies & procedures

- Maintained merchandise displays

- Handled customers complaints and queries

Education

October 2021 - Present	**IT Career Switch** Coding
June 2021- July 2021	**GlobalEdulink** **BTEC Level 3 Award in Education and Training**
Apr 2018 – July 2019	**Elatt Training, London** Web Design & Development
Sept 2012 – May 2016	**University of East London** BA Graphic Design Degree
Sept 2011 – July 2012	**Tower Hamlets College, London** Access Course- Commercial Graphics & Digital Illustration
Sept 2010 – July 2011	**Tower Hamlets College, London** Multimedia Level 2
Sept 2009 – July 2010	**Tower Hamlets College, London** Information Technology, Level 1
Sept 2008 – July 2009	**Palmers College, Grays** Foundation Studies, including Maths and English

Interests and Hobbies

I enjoy watching new movies and the news to keep up to date with current affairs. I like socialising with friends and family eating at difference restaurants and attending functions.

References

References are available upon request.