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# Medayese Comfort Temilade

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06, Lati Erelu Street, Ijeshatedo, Surulere, Lagos  
medayesecomfort@gmail.com | 09034703605 | DoB: September 28, 2001

Seeking a role to leverage expertise for measurable outcomes in a vibrant environment. Eager to contribute to an innovative organization that prioritizes growth and learning.

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## Professional Experience

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**Lextorah School of Languages, Yaba, Lagos**  
**Administrative Officer**

04/24 - 05/24

- Attend to walk in clients
- Receive phone calls and attend to clients' requests.
- Send mails, attend to pending mails and follow up with clients' requests.
- Assist students' with online course registration and payments.
- Send offline payment ( direct bank payments, POS payments, transfers) receipts for confirmation
- Take students' daily attendance.
- Send course confirmation mails and course materials to registered students.
- Coordinate both online and on-site classes
- Issue textbooks to clients or students after payment confirmation
- Send bulk mails ( send pulse) and texts ( kull sms) to prospective clients and students
- Register students for different International exams such as IELTS, TOEFL, CELPIP, SAT, GRE, GMAT, etc.
- And all other tasks assigned

**Amazing Grace Catholic High School, Osogbo, Osun State**  
**Graduate Trainee- NYSC Placement**

01/23 - 12/23

- created custom instructional and assessment strategies for grammar and language comprehension
- Improved students reading, writing and conversational skills through effective lesson delivery
- Developed and implemented lesson plans, tracking students progress through performance evaluation
- Identified and supported students requiring extra attention

**INTO University Educational Consult, Ilorin, Kwara State**  
**English Tutor**

04/21 - 10/21

- Mentored and Empowered students to achieve their goals
- Orchestrated a top-notch learning experience that elevated student's outcomes
- Boistered students' literacy and communication prowess
- Curated stimulating lectures and coursework
- Developed and delivered impactful educational materials and activities

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## Education

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**Immam Shuaib Nursery and Primary School, Ijeshatedo, Lagos**  
**Primary School Leaving Certificate**

09/09 - 09/11

**New Era Girls' Secondary School, Surulere, Lagos**  
**O'level**

10/11 - 09/17

**University of Ilorin, Ilorin, Kwara State**  
**B.A.(ed). English Education - Second class lower**

10/17 - 12/22

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## **Projects**

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**The Apostolic Church Student's Fellowship- Drama Unit Secretary**

**01/19 - 06/21**

- Managed drama unit rehearsals and coordination
- Organized costumes and production logistics for performances
- Coordinated lighting, stage, sound, and other essential production elements
- Produced reports and organized meetings (including agendas and minutes)
- Typed, prepared and collated reports

**Nigeria Christian Corpers Fellowship- Music Director**

**06/23 - 12/23**

- Lead orchestras, choirs, and other musical groups
- Organized choir rehearsals for fellowship services not minding the number of choristers
- Appointed praise and worship leaders for every service before hand
- Organized a carol program

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## **Marital Status**

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- Single

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## **State Of Origin/ Local Government Of Origin**

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- Kogi State/ mopa-amuro

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## **Key Skills**

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- Adaptability
- Attention to detail
- Collaboration
- Communication
- Management
- MS office
- Time Management
- Teamwork

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## **Interests**

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- Acting
- Singing
- Playing brain teaser games
- Reading
- Passion for learning

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## **References**

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Available Upon Request