**GRACE O. OGINNI**

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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PROFESSIONAL PROFILE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

An innovative and highly efficient editor, skilled communicator and listener with a knack for remedying conflict and keen organizational skills which allow for effective delivery of outstanding service. A fast learner now looking for a new and challenging position, one which will make best use of my existing skills and experience and also further my development.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SKILLS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Ability to carry out assigned research and writing projects.
* MS Office Proficiency (Word, Excel, Power Point).
* Talented in dealing with multiple assignments at once and an ability to meet deadlines and complete accurate work at all times.
* Excellent customer relations and a team player.
* Ability to work under minimum supervision and support.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PROFESSIONAL EXPERIENCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Law Pavillion, Ibadan Nigeria 2019 – Present**

**Editor**

* Responsible for reviewing, proof-reading and editing legal documents to ensure the content is accurate and free from grammatical or spelling errors.
* Conducts significant core research to identify critical legal authority on specific issues.
* Co-ordinates editorial procedures and maintaining editorial standards.

**Federal Airports Authority Nigeria Secondary School, Calabar Nigeria 2018-2019**

**English Teacher (NYSC)**

* Ensured that all students fully comprehended the taught curriculum and provided support to students who required extra guidance.
* Worked closely with the other teachers to ensure all avenues of the curriculum were met and delivered lessons to the students.
* Planned the content to be covered in the class according to the curriculum, the number of weeks available and the date of the final exam.

**HIT FM, Calabar Nigeria 2018-2019**

**On-Air-Personality**

* Assisted and contributed to the production of station’s radio programmes.
* Voiced, and scripted commercials for the station.

**SUNNY WEARS**

**2018**

**Front Desk Officer**

* Handled the company's cash and was accountable.
* Organised and scheduled meetings
* Kept and recorded the company's log book and files.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_EDUCATION & CERTIFICATION**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **University of Uyo, Akwa Ibom State** 2018

 B.A (Ed.) English

 **Google- Digital Skills for Africa** 2019

 The Fundamental of Digital Marketing

 **Saylor Academy** 2019

 Human Resource Management