

ESTHER TEMITOPE AFOLABI

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PROFILE

I am a critical situational analyzer, strategic planner and a trained leader with the knowledge of leadership skills and equipped with the skill of Microsoft Office package.

EMPLOYMENT HISTORY

Internship, Facility Manager, Research and Innovation Unit, Summit University, Offa

(December 2023 – October 2024)

- Management of the unit facilities and equipment to ensure smooth operations in the unit.
- Searching and writing of Research Grant Proposal documents.
- Organization of and attendance of capacity building trainings.

Internship, Entrepreneurship Centre, Federal University Of Technology, Minna

(April 2022 – June 2023)

- Prepared and presented of business proposal slides.
- Developed Business Proposal.
- Represented the institution at the Central Bank of Nigeria Tertiary Institutions Entrepreneurship Scheme (TIES) grant, second stage competition 2022.

Internship, Soil Science Laboratory, Federal University Of Technology, Minna

(January 2020 - May 2020)

- Carried out Soil Sample Processing
- Carried out Routine Analysis and Recording
- Participated in Laboratory Cleaning Operations
- Assisted in records compilation
- Participated Reagents preparation

Class Teacher, Great Hope Group of Schools, Sepeteri, Saki East Local Government Area, Oyo State

(September 2016 - December 2016)

- Responsible for the intellectual growth of 20 pupils
- Counselling and Teamwork with other staff members
- Sourced for practical teaching materials.

Class Teacher, Confirmed Glory International Schools, Ibeju Lekki, Lagos State

(August 2015 - September 2016)

- Responsible for the intellectual growth of 15 pupils, Cleaning, Counselling and Teamwork with other staff members.

EDUCATION

BTech General Agriculture, Federal University of Technology, Minna, Niger State.

Second Class Upper Division

(June, 2023)

SSCE, Community High School, Sepeteri, Oyo State.

Overall Best Student,

(June 2015)

CONFERENCES AND GRANTS

Muslim Lecturers Association Conference, Summit University Offa.

(November, 2024)

- In charge of organizing the venues for four plenary sessions
- Participated as a rapporteur

Concept Note: Biomethane Production for Environmental Literacy (BP4EL)

Principal investigator,

(July, 2024)

- Developed the concept note for on BP4EL.
- Developed the BP4EL timeline document.
- Developed the BP4EL project budget.

OTHER CERTIFICATIONS

Effective Leadership, HP LIFE online course

(October, 2024)

Basic Financial Literacy and Accessing Loans, Central Bank of Nigeria in cooperation with the Financial Literacy Working Group and the German Development Cooperation

(March, 2024)

Basic Financial Literacy and Accessing Loans, Central Bank of Nigeria in cooperation with the Financial Literacy Working Group and the German Development Cooperation

(March, 2024)

Introduction to Graphics Design, Bible Tour Adventure (Publicity and Media Team)

(March, 2024)

Master's ebook Creation/Publication, WRITE-FOR-ME
(July, 2023)

Google Professional Data Analytics, Coursera
(April 2023)

Certificate of Incubatee, Futec Hub, Federal university of Technology, Minna, Nigeria.
(July 2021 - April 2022)

Certificate of Participation, Entrepreneurship Centre, Federal University of Technology, Minna in partnership with german cooperation Duetsche Zusammenarbeit
(July 2021)

Personal and Organizational Leadership, Project LeadMe
(April 2021)

SKILLS & ABILITIES

- Leadership
- Microsoft Excel
- Conflict Management
- Effective communication
- Writing, editing and publishing (Amazon KDP)
- Effective Time Management

VOLUNTEERING

Team player, Member for fund and resources soliciting, Girl Child Initiative, Binarify Limited, Minna, Niger State
(March 2023 till date)

HOBBIES

Sports | Portraits making | Travelling

LANGUAGES

English | Yoruba | Hausa | Bisan

REFEREES

Available upon request