

Simpson Iseoluwa Iluyomade

No 1 Bayo Alabi Street, Ikorodu, Lagos • +2348023662399 • iluyomadesimpson@gmail.com

• linkedin.com/in/simpsoniseoluwailuyomade • twitter.com/simpsonismade • website/portfolio <https://simptechspace.top>

ESL Tutor | Virtual Assistant | Tech Enthusiast

I am a native English speaker with a background in engineering and technology, specializing in personalized English instruction, technical training, Virtual assistance and remote support. I excel at leveraging tech tools, web development and education to drive progress and client satisfaction.

WORK EXPERIENCE

Preply • Remote/Online 02/2024 - Present

Preply is an online platform connecting students with qualified tutors.

English Language Teacher/Tutor • Part-time

- Positive rating and feedback for effective teaching methods. Guiding students to achieve language proficiency & learning goals. Personalized lessons, to adapt to students' needs

Kimberly-Clark • Lagos, Nigeria 10/2020 - 03/2024

Technical Trainer/Operative • Full-time

- Monitor production, train staff, and optimize processes. Support remote operations, analyze data, and document. Manage setup, standardization, and recipe modifications.

CERTIFICATIONS

• Virtual Assistant 06/2024 - Present

ALX Africa

• AI Career Essentials 02/2024 - 05/2024

ALX Africa

• How to Teach a Language - English 12/2023 - 02/2024

Preply

• Copy writing-Email marketing & Lead Generation: 01/2024 - 02/2024

Udemy

• English Grammar tenses and Structures 01/2024 - 02/2024

Udemy

• Teaching English as a Foreign Language (TEFL/ESL) 10/2023 - 01/2024

TEFL Professional institute

• Software Engineering - Front End 08/2022 - 10/2023

ALX Africa - Holberton Schools

AWARDS & SCHOLARSHIPS

Super Tutor Badge 05/2024

- Job Interview and IELTS preparation success.
- Significantly improving students student language skills and proficiency
- Adherence to company's culture and policy
- Meeting 100% Key performance indicators

SKILLS

- Customer Service
- Data Entry
- Excellent English and Communication Skills
- Flexibility and Adaptability to Client's preferences
- Front-End Development
- Professionalism Reliability
- Leadership
- English Language Instruction
- Process Improvement
- Supervisory Skills
- Technical Proficiency
- Troubleshooting
- Virtual Assistance
- Web Development
- Remote Support
- Blogging & creative writing

TOOLS

- Google Workspace Tools
- LinkedIn Sales Navigator
- Microsoft Package
- Webflow
- Adalo
- Asana, Trello
- VS Code
- Github
- PHP/MySQL (CSS, HTML, Java Script)
- Figma, Canva, Wamp Server
- CapCut
- Zoom, Teams, Skype, Loom, Google Meet, OBS
- AI Tools

PROJECTS

• Boosting IIM Member Engagement Through Data-Driven Insights

I conducted demographic research and created surveys for the Institute of Information Management, leading to valuable insights and improved member engagement. I efficiently managed data entry and member information, ensuring accuracy and organization. This hands-on experience demonstrated my result-oriented approach and proficiency in virtual assistance, research, and data management.

07/2023 - 09/2024

• Development of Work Instruction

12/2023 - 02/2024

Kimberly Clark Corporation

I developed work instructions for product palletization Optimizing workflow efficiency and ensuring quality standards. I Established SOPs for digital equipment.

• Personal Expense Tracker

The Personal Expense Tracker is a user-friendly tool for managing expenses, income, and budgets through a secure web app. It offers easy tracking, customizable settings, alerts, and periodic reports to provide financial insights. With a focus on data security and user experience, it ensures reliable financial management.

VOLUNTEERING & LEADERSHIP

Loveworld Incorporated

04/2024 - Present

Foundation School and FirstTimers Ministry • Ikorodu, Lagos

1. Foundation School Teacher:

- Facilitates onboarding, teaching, and training on organizational culture, doctrine, and mission/vision.
- Ensures fundamental knowledge dissemination.

2. First Timers Follow-up Specialist & Leadership Coach:

- Provides specialized support to newcomers, ensuring smooth integration.
- Offers leadership coaching for personal and professional growth.

Kimberly Clark Corporation

01/2024 - 03/2024

Sales/Marketing enhancement • Ikorodu, Lagos, Lagos

Collaboration:

- Collaborated with sales and operations teams to boost lead generation and optimize conversion rates via cold calling, emails, and texts.

Results:

- resulted in a significant increase in sales over the subsequent months, demonstrating effective cross-departmental coordination and strategic implementation.

EDUCATION

Higher National Diploma in Industrial Maintenance Engineering and Technology

YABA COLLEGE OF TECHNOLOGY
Lagos, NGA
01/2004 - 12/2011

Concentrations:

- Industrial Maintenance Engineering and Technology covers machinery upkeep, troubleshooting, and repair techniques for manufacturing and industrial settings.
- Emphasizes preventive maintenance strategies to minimize downtime and optimize equipment performance.
- Integrates technology applications for automation, data analysis, and process optimization within industrial maintenance practices.

Senior School Certificate examination in Science

Oriwu Model College, Ikorodu
Lagos, NGA
01/1994 - 12/2000