

# OTOKITI, Oluwaseyi Stephen

Tel: 07034778201; 07036746665

E-mail: [otokzmail@gmail.com](mailto:otokzmail@gmail.com)

## Objective

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To undertake challenges and take over duties with high sense of responsibilities to make positive differences for better standards and distinctive hallmark.

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## Personal Information

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Date of Birth:	9th October 1984
Sex:	Male
Marital Status:	Married
State of Origin:	Ondo State
Local Govt Area:	Akure North
Nationality:	Nigerian
Contact Address:	14 Mosudi Street, Ikosi-Ketu; Lagos State.
Zip/Postal Code:	100246

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## Professional Profile

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- Good organizational abilities for excellent performance with strong presentation
- Highly thoughtful and enterprising, innovative, and ability to work under pressure without supervision
- Good communicator with exceptional interpersonal skills and ability to speak fluently.
- A superb team player, with inner drive for excellence.

## Areas of Expertise

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- Interactive training and teaching-learning facilitation
- A tech-savvy teacher with proficiency to facilitate online teaching-learning activities through applications like Skype, Flipgrid, Seesaw, VLE, etc.
- Image building and interfacing
- Team playing
- Leadership and coordination
- Effective classroom management
- English-Yoruba interpretation and translation skills driven by sound knowledge of modern orthography in both languages

## Computer Experience & Proficiency

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### General:

- Microsoft Office Applications: Word, Excel, Power Point, Outlook, *e.t.c*
- Skype
- Desktop Publishing
- Graphics and designs
- Advanced Internet skills
- Quick learner of new computer application

**Educational:**

- Smartboard Notebook Application
- LANschool Software Application
- Virtual Learning Environment (VLE)
- ClassDojo Application
- Google Classroom
- Flipgrid
- SeeSaw

**Translation/Proofreading Tools:**

- Microsoft Office Application
- Wordfast Anywhere
- SmartCAT
- OmegaT 4.2.0
- Back Translation
- Microsoft Translator
- Mate CAT Tool, etc.

**Academic & Professional Certificates/Membership**

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- 2019 Certificate of Recognition  
Certified Microsoft Innovative Educator  
Microsoft Worldwide Education.
- 2019 Certificate of Completion  
Competency Training in Early Detection and Intervention of Children with Additional Needs  
Nobelova Gradani Psycho-Educational Services (IBCCES Certified), Lagos; Nigeria.
- 2018 Certificate of Teachers' Registration  
Teachers' Registration Council of Nigeria (TRCN)  
Federal Republic of Nigeria.
- 2008 Bachelors of Arts in Education (B.Aed/Yoruba Language)  
Second-Class (Honours) Upper Division  
Adeyemi College of Education, Ondo.  
(Affiliated to Obafemi Awolowo University, Ile-Ife)
- 2003 Senior Secondary School Leaving Certificate (SSCE)  
Nov/Dec (External) National Examination Council, Nigeria.
- 2002 Senior Secondary School Leaving Certificate (SSCE)  
May/June (Internal) National Examination Council, Nigeria.  
St Peter's Unity Secondary School, Akure.

**Additional Trainings & Certificates Acquired**

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- 2019: Learning Beyond Borders: Breaking Barriers, Building Bridges (Organised by Creative Mind Educo)
- 2019: Autism: Transitions, Vocational Skills and The Role of Technology (A Conference Organised by GTBank)
- 2018: Raising a Child with Autism- The Role of Family and the Community (A Conference Organised by GTBank)
- 2018 Teaching In The 21st Century (Organised by Creative Mind Educo)

- 2017 Hands-On Learning (Corona Schools' In-House Training)  
The 21st Century Teacher (Corona Schools' In-House Training)  
Coping with the Needs of Children with Learning Challenges (Corona Schools' In-House Training)
- 2016 Emotional Intelligence (Corona Schools' In-House Training)  
Effective Classroom Management (Corona Schools' In-House Training)  
Teachers Beyond The Classroom (Corona Schools' In-House Training)
- 2015 Evaluation For Optimum Students' Academic Performance (Corona Schools' In-House Training)  
Creativity and Innovation In The Classroom (Corona schools' In-House training)  
Health and Safety In The School Environment (Corona schools' In-House training)
- 2014 Certificate of Participation  
Literacy and Fluency Training for Teachers  
Organized by Choicest Communication Ltd, Lagos State
- 2011 Certificate of National Youth Service  
National Youth Service Corps (NYSC)  
Federal Republic of Nigeria.
- 2004 Certificate in Desktop Publishing and Graphic Design  
Training Institute and Employment Agency, Akure

## Work Experience

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### **YORUBA FREELANCE TRANSLATION (PART-TIME)**

YYZ Translations, Canada.

29th May 2020 – till date.

- ✓ To deliver all services within the time frame(s) and in accordance with the Company's quality control procedures agreed to in each project assignment.

Somya Translators Pvt. Ltd, Delhi; India.

29th May 2020 – till date.

- ✓ To perform the required Services with all due care, diligence and professional skill.

Translated S.R.L, Italy.

10th September 2019 – till date.

- ✓ Compliance with specific domain and client terminology and/or any other reference material provided and ensuring terminological consistency during translation; and adhere to agreed same terms and conditions that apply to the Translated SRL freelance translation services.

Bromberg & Associates, USA.

30th August 2019 – till date.

- ✓ To comply with HIPAA and the Health Information Technology for Economic and Clinical Health Act (HITECH) the Subcontractor will appropriately safeguard the PHI used or disclosed in the course of performing interpreting and/or translation services and adhere to the same terms and conditions that apply to the Business Associate.

AfroLingo/Future-Trans/GoTransparent Translations.

27th February 2019 – till date.

- ✓ Compliance with specific domain and client terminology and/or any other reference material provided and ensuring terminological consistency during translation;

- ✓ Semantic accuracy of the target language content;
- ✓ Appropriate syntax, spelling, punctuation, diacritical marks, and other orthographical conventions of the target language;
- ✓ Lexical cohesion and phraseology;
- ✓ Compliance with any proprietary and/or client style guide (including domain, language register, and language variants):
- ✓ Locale and any applicable standards;
- ✓ Formatting;
- ✓ Target audience and purpose of the target language content;
- ✓ Self-check including self-revision of the target content for possible semantic, grammatical and spelling issue, omissions and other errors, ensuring compliance with any relevant translation project specifications, completion, accuracy, consistency and compliance with assignment instructions;
- ✓ Mark all items in task checklist on Transparent <sup>TM</sup> before completing task.

African Field Epidemiology Network (AFENET); Abuja, Nigeria.

28th August - 11th October 2017

- ✓ Translating English text to Yoruba and vice versa
- ✓ Running checks on the translations to mitigate errors
- ✓ Sticking to approved terminologies that were provided
- ✓ Liaising with the supervisor to agree on concise definition of special medical terminologies
- ✓ Carrying out bug fixes on translations reported with errors
- ✓ Report any errors in approved terminology by the issue tracker process
- ✓ Prioritising works to meet deadlines.

Blazing Ideas Publishers, Ikeja; Lagos State.

July 2011 - December 2011

- ✓ Translating and summarizing popular Ijapa African folktales into child-friendly Yoruba versions.
- ✓ Editing and proof-reading the scripts before publishing.
- ✓ Consulting experts and the client to agree on concise definition of special terminologies.
- ✓ Prioritising works to meet deadlines.

## **TEACHING EXPERIENCE (FULL TIME)**

### **Teacher (Yoruba Language)**

Corona Schools' Trust Council, Ikoyi; Lagos State.

April 2015 - till date

- ✓ Planning and preparing lessons in line with the subject schemes of work using appropriate teaching methods and resources.
- ✓ Maintaining a good standard of discipline among the students.
- ✓ Maintaining familiarity with statutory assessments and requirements to prepare and present informative reports to parents.
- ✓ Ensuring students' highest standards of behavior at assembly and school functions.
- ✓ Maintaining an overview of every individual's progress, well-being and behaviour.
- ✓ Tracking pupils' academic performance, progress and developments.
- ✓ Taking part in the periodical Yoruba language curriculum review.

### **Teacher (Yoruba Language)**

Crown Jewel Schools, Ikosi-Ketu; Lagos State.

September 2013 - March 2015

- ✓ Planning and preparing lessons in line with the subject schemes of work using appropriate teaching methods and resources.
- ✓ Evaluating teaching-learning activities in the classrooms.
- ✓ Coordinating the school activities and programmes during special occasions and functions.

- ✓ Setting high expectations for students' behaviour, establishing and maintaining a good standard of discipline.
- ✓ Tracking pupils' academic performance, progress and developments.

### **Teacher (Yoruba Language & Literature-in-English) / Registrar**

Lolad College, Magodo Estate II. Ketu; Lagos State.

April 2009 - August 2013

- ✓ Taking and keeping the minutes of the PTA meetings
- ✓ Planning the school timetable to accommodate teaching-learning activities
- ✓ Drafting examination timetable and coordinating examination activities
- ✓ Planning and preparing lessons in line with the subject schemes of work using appropriate teaching methods and resources.
- ✓ Maintaining a good standard of discipline among the students.
- ✓ Maintaining familiarity with statutory assessments and requirements to prepare and present informative reports to parents.
- ✓ Ensuring students' highest standards of behavior at assembly and school functions.
- ✓ Maintaining an overview of every individual's progress, well-being and behaviour.
- ✓ Tracking pupils' academic performance, progress and developments.

### **Class Teacher**

Dayspring International Nursery/Primary School, Akure.

2002 - 2006

- ✓ Planning and preparing lessons in line with the subject schemes of work using appropriate teaching methods and resources.
- ✓ Maintaining good standard of discipline among the students.
- ✓ Maintaining familiarity with statutory assessments and requirements to prepare and present informative reports to parents.
- ✓ Ensuring students' highest standards of behavior at assembly and school functions.
- ✓ Monitoring each pupil's log book on weekly basis.
- ✓ Encouraging high standards of behaviour, attendance and punctuality.
- ✓ Maintaining an overview of every individual's progress, well-being and behaviour.
- ✓ Tracking pupils' academic performance, progress and developments.
- ✓ Planning and preparing lessons in line with the subject schemes of work using appropriate teaching methods and resources.

### **Awards and Distinctions**

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2006 – 2008	Best Student of the year (2005/2006, 2006/2007 & 2007/2008) of Yoruba Department, Adeyemi College of Education, Ondo
2005 – 2008	Ondo State Scholarship award (A worth of ₦25,000 per annum)

### **Leadership**

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Jan. 2018 – till date: Head of Yoruba Language Department. Corona Schools (*Ikoyi, Victoria Island, Gbagaba, Lekki & Apapa*); Corona Schools' Trust Council, Lagos State.

### **Skills**

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<i>Personal</i>	<ul style="list-style-type: none"> <li>*Effective team-spirit and inter-personal relationship</li> <li>*Self-motivated and resilient</li> <li>*Attention to details</li> <li>*Analytical mind</li> <li>*Goal oriented</li> </ul>
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*Language*      \*Fluent in English and Yoruba

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### **Hobbies and Interests**

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*Activities*                      \*Reading  
   \*Writing  
   \*Web browsing

*Arts & Creativities*       \*Writing short stories and poems  
   \*Drama/Theatrical Performance

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### **Referee**

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#### **Mr Temitope Otokiti**

Bridge International Academies  
Field Inspection and Training Department  
Central Office, Yaba. Lagos  
08063185829

#### **Mr Akeem Kalejaiye-Matti**

MTN Office, Golden Plaza.  
Falomo Awolowo Road, Ikoyi.  
Lagos State.  
08032003294