**Helen Oyekan**

Tel:- 02030153990 Email: oyekanhelen@yahoo.co.uk

I am a hard working and conscientious applicant, confident, reliable & responsible. Great Administration and Communication skills, team player, energetic and enthusiastic. I have a "can do" attitude. Attention to detail, Strong analytical & problem solving skills.

**Employment History**

**The British Council July 2018 on going** Examination Invigilator

•. Setting up exam rooms. Welcoming Examination Candidates • Verifying student IDs and distributing papers. Timing exams starts to finishing, Collecting papers at the end of the examination • Ensuring that candidates left in an orderly and quiet manner. The London Metropolitan University, 3rd to 7th September 2018

-**Adecco - Examination Invigilator** (Aug 2010 –May 2018-**O**n and **Off** - Part time- Exam Times Only)

•. Setting up exam rooms. Welcoming Examination Candidates • Verifying student IDs and distributing papers. Timing exams starts to finishing, Collecting papers at the end of the examination • Ensuring that candidates left in an orderly and quiet manner. Other Exam Invigilating Work was for Gordon Yates, Spring Personnel

**River Island** - December'16 -Worked as **Christmas Temp in Products** Women's Wear Shop Floor, restocking on the shop floor, from 1200-1700 Monday to Friday, 25hrs a week. Often worked at fitting room, helping customers feel good with helpful comments, on their dressings, getting from stuck room, sizes they required.

**Marks& Spencer-Westfield** - Customer Service Assistant-Women’s Wear - November 2015 to January 2016 **Retail Christmas Temp Work;-** Welcoming Customers, as an approachable, knowledgeable and helpful, energetic and positive outlook, being flexible and at my best, while on my feet all day, helping customers, get the most from their M&S experience. work variety of roles, from check out, to helping customers find and fall in love with our products, Presentation, Availability, Cross Selling & Service and (product) Knowledge. We've rolled out an inspiring interactive shopping experience, across two thirds of our stores.

**The Office Of National Statistics**, Hampshire Census Mar 2001 – Jun 2001 -**Census Enumerator -** Face to face contact with the public and supplying them a post back census application form, public data entry, encouraging the Public to take part in the Census.

**Uneptsa in the United Nations, New York** Administration Assistant Aug 1995 – Apr 1996 - Process student grants for needy students. Also conducted general administrative duties.

Dec 1980 – Sept 1981 Nigeria
**Nigerian Television Broadcasting co, Sokoto** Current Affairs News Assistant/ Reporter. Interviewing VIP-s and celebrities on current affair issues. Covering events such as sports, politics and educational matters

 **Volunteering Experience**

**I** did lots of unpaid Volunteer work with, in the United Nations, for 6 months, in New York, and the Conservative Party Political Bi-Election, in the UK, for 2yrs respectively, and I did volunteered at old people’s home, for the disabled in Manor Park London. And I also lot of charity, Road Running five of 5K and five of a 10K in London for Charity, and I did driving off the road in Coventry, and blindfold driving in Coventry.

 **Languages**

English and Yoruba Fluency

**Education**

July 2017 Diploma (**Alison Courses Diploma** in Business and Legal Studies• July 2016 **Diploma** in Psychology.

Oct 2012 – Jun 2013 **Hammersmith and West London College, London** AIRTAC Level 2 **Diploma** in Travel and Tourism City&Guild

• April 2013- **TEFL** 140 Hours-CERTIFICATE in English Teaching

Sept 2008 – June 2011 - **University Of West London, London** BA (Hons) Broadcasting. News Research and Reporting. News Editing, Pod-casting -Video, Scripting/Radio and Television Broadcasting, Media and Ethics, Film and Digital Video Production/Filing/Power Point Presentation /Film & Audio Editing/News Presenting and Broadcasting/Vox pop, Interviews, etc.,

 **Thames Valley University, London** Psychology with Counseling Theory **60 credits** achieved Feb 2008 – Jun 2008

**Birkbeck University of London, London** -**Forensics Sciences** (Undergraduate Diploma) Modules included: Science, Crime and Justice 1 (Awarded a Merit) & 2(Awarded a Credit - Oct 2003 –June 2004

Jun 2004 • **ICS Glasgow** – Distance Learning -**Diploma Police & Prison Services** -Nov 2004

**Access to Business and Information Technology Awarded 20 credits** 14 at level 3 and 6 at level 2 Sept 1997 – Jun 1998 •• Uxbridge College, London

 **University de Cean, Normandy France** - (French Elementary Diploma)

**People’s Girls Grammar School, Nigeria** -5 GCSEs (WAEC) – Bible, Yoruba Language, Literature, History and Biology. (Maths & English)
**Charles Bloe Training Ltd -** Basic Microbiology & Routes of Transmission Certification • (2012)

References Available upon Request