**Khadeejah Abimbola Sulaimon**

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**SUMMARY OF QUALIFICATIONS AND SKILLS**

* Over 7 years experience coordinating examinations (written, and computer-based).
* Over 10 years experience teaching and assessing at various education levels (higher education and K-12)
* Over 7 years experience supporting activities related to the maintenance and delivery of computer-based examinations.
* Excellent written, spoken and reading competence in English and French.
* Experience working with and developing partnerships with clients, stakeholders, and partners.
* Excellent project management experience (Agile and waterfall) across all phases of the project lifecycle, such as initiation, planning, execution, supervision, and finalization.
* Excellent knowledge of Word, Excel, Power-point, MS-Project, MS-Visio, Microsoft Office 365 Business, SharePoint, and Microsoft Teams, Zoom, Banner, Bright Space, E-Shop, WordPress, Outlook, Enterprise, World Wide Web navigation, website maintenance, understanding of online systems and advanced knowledge of search engines and web search techniques.
* Excellent verbal and written communication skills, people management and interpersonal skills; ability to establish priorities and to define and resolve problems.
* Excellent attention to detail with strong organizational, administrative, and quantitative data handling skills.
* Excellent teamwork and collaborative skills, taking initiative and proactive with a high degree of accuracy and speed under limited supervision.
* Vast experience organizing and packaging data, using computer technology, to produce summary outputs.
* Over 5 years experience collecting, analyzing, and reporting both quantitative and qualitative research data
* Ability to establish and maintain effective working relationships with colleagues and clients.

**EDUCATION & CERTIFICATES**

**Bachelor of Arts in Human Resources and Personnel Management 2009**

Advanced School of Commerce and Management, Porto-Novo, Republic of Benin

**Diploma in English Language 2007**

University of Abomey Calavi, Republic of Benin

**Diploma in French For Special purposes (Translation and Interpretation) 2004**

The Nigerian French Language Village, Nigeria

**SAFe 5.0, 2021**

**PSM 1 2021**

**Certificate in Scrum**

**Certificate in French 2018**

Alliance Francaise – Toronto, ON

**WORK EXPERIENCE**

**Exam Coder July 2023**

Pan- Canadian Assessment Program (PCAP)

* Efficiently and collaboratively coded for the trends in international Mathematic and Science (TIMSS) 2023 main study.
* Knowledge of provincial programs for a target population.
* Discussed related subjects with staff such as Language Arts, Mathematic and science.

**Exam Coordinator/ Office Administrator Aug. 2020 – Sept. 2022**

Muslim Association of Canada, (MAC) Ottawa, Ontario

* Efficiently coordinated exam logistics, including scheduling, room assignments, and proctoring, ensuring a smooth and fair examination process.
* Ensured all maintenance and delivery of all computer based exams are accurate and consistent.
* Ensured all exams, both written and applied are set up accurately on the computer system, while collaborating with the IT department to ensure and facilitate the implementation of system functionality.
* Collaborated and participated in ensuring all training materials are proofread, adequately edited when necessary to ensure exam delivery are successful.
* Oversaw a team of exam proctors, providing training and support to ensure the integrity of the examination process.
* Analyzed exam data and feedback to identify areas for improvement and implement enhancements to the exam administration process.
* Maintained accurate records of student exam results and assisted in the preparation of grade reports.
* Maintained a healthy and effective working relationship with colleagues and students.
* Coordinated with the IT team to address any issues or concerns related to exam administration, both written and computer based.

**Home Room Teacher April 2018 – July 2020**

Altaqwa Academy, London, Ontario

* Instruct English, French and Health Education to grades 7 -12 students, implementing engaging and effective teaching methodologies.
* Develop and deliver lesson plans, ensuring alignment with curriculum standards and educational objectives.
* Create a positive and inclusive learning environment, fostering student participation and academic success.
* Utilize various assessment methods to evaluate student progress and adapt teaching strategies accordingly.
* Collaborate with colleagues on curriculum development and participate in professional development activities.

**French Teacher Sept. 2014 – March 2018**

Blossom Early Learning Centre, Academic City, Dubai, United Arab Emirate

* Pursued professional development continually by attending educational conferences and teacher training workshops.
* Worked with other teachers and administrators to evaluate and revise elementary school programs.  Consistently received positive teacher evaluations from students.
* Operated summer sports day camp for children aged 5 to 13 years old and handled all aspects of planning curriculum and activities.
* Enforced the Buddy System mentoring program between 1st and 5th grade students, increasing student development and enthusiasm for learning.
* Promoted physical, mental and social development by implementing classroom games and outdoor recreational activities.
* Prepared quizzes, tests and examinations to gauge how well students were learning. Created a classroom environment in which children could learn respect for themselves and others.  Fostered team collaboration between students through group projects.
* Developed program to work with students and increase interest in higher learning.
* Created lesson plans and scheduled each day to promote maximum student learning and enrichment.

**REFERENCES**

1. Folake Badmus

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1. Yinka Ademuyiwa

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