

Elizabeth Oluwatobi Ayorinde

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SUMMARY

Efficient Administrative Support – Skilled in email management, scheduling, data entry, and document organization.

Strong Communication and Coordination – Expertise in customer service and report preparation

Digital and Task Optimization – Proficient in streamlining workflows, research, and transcription

WORK EXPERIENCE

Women Who Care Secretary- October 2022- October 2024 at Children Evangelism Ministry, Kwara State.

- Plan and execute workshops, conferences, and mentorship programs for women and teenage girls across the state.
- Manage event communication and logistics, including scheduling, venue arrangements, and speaker coordination.
- Foster partnerships with schools, churches, and organizations to expand outreach efforts.
- Train 200+ women and other children's lovers on ministering God's word to babies.

Sexuality Education Trainer - June 2020- to date at Livarect Sexuality Education Academy (LISEA)

- Facilitate online interactive training sessions on sexuality education, equipping participants with accurate, age-appropriate, and value-based knowledge.
- Develop and implement curricula that address key topics such as reproductive health, sexual ethics, emotional well-being, and decision-making skills.
- Conduct workshops and seminars for teenagers on topics such as self-identity, peer pressure, and responsible relationships.
- Research and adapt teaching materials to ensure content is relevant, culturally sensitive, and aligned with advocacy goals.

EDUCATION

University of Lagos, Lagos, Nigeria- B.A(Ed) English September 2007- July 2011

University of Lagos, Lagos, Nigeria- M.A. English (Language) September 2014- June 2015

SKILLS

Administrative Excellence
Tech & Productivity Tools

Project & Task Coordination

Content & Documentation

CERTIFICATION

Virtual Assistant Mastery Program- Millionaire Squad March, 2025