

GLORIA I. OKEKE

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PROFESSIONAL SUMMARY

Experienced Data Processor, Lecturer, and Administrative Professional with a strong background in data management, statistical reporting, office technology, and academic support across financial services, manufacturing, and higher education. Skilled in Microsoft Office Packages, documentation, curriculum development, research, and classroom instruction, with a proven ability to maintain accurate records, enhance operational workflows, and support accreditation processes. Known for analytical thinking, effective communication, and strong stakeholder engagement, with a consistent commitment to professionalism, continuous learning, and delivering high-quality results.

CORE COMPETENCIES

- Data Processing and Analysis
- Office Administration
- Microsoft 365 Suite
- Database Management
- Customer Relationship Management
- Analytical Thinking
- Documentation and Reporting
- Basic IT Troubleshooting

CAREER HISTORY

The Federal University of Technology, Ilaro (*fmr. The Federal Polytechnic, Ilaro*) Ogun State

Lecturer

| Apr. 2023 – Present

- Deliver lectures, tutorials, and practical sessions in OTM courses, including office applications, business communication, and records management.
- Develop and update course materials, lesson plans, and practical manuals aligned with modern office technologies.
- Train students in the use of Microsoft Office Suite, office productivity tools, and digital information management systems.
- Supervise and assess students' projects, SIWES reports, assignments, exams, and practical exercises.
- Provide academic advising, mentoring, and career guidance to enhance students' professional competencies.
- Participate in departmental accreditation activities, curriculum reviews, and academic committee assignments.
- Conduct and publish research related to office administration, technology adoption, and workplace efficiency.

Fidelity Bank Plc.

Data Processor

| Aug. 2022 – Apr. 2023

- Process payroll, billing, and financial data with accuracy and compliance.
- Maintain and update databases; generate spreadsheets and support reporting.
- Audit data for accuracy and resolve inconsistencies.
- Support HR operations with employee application processing and documentation.
- Provide technical support for business applications.
- Troubleshoot and resolve data-related issues.

Momas Electricity Meter Manufacturing Company Limited (MEMCOL)

Data Analyst

| Jul. 2021 – Jun. 2022

- Conducted extensive data analysis from primary and secondary sources.
- Prepared reports and dashboards for management.
- Corrected incomplete or inaccurate records.
- Prioritized information needs with management.
- Reviewed performance indicators to detect data issues.

Federal Polytechnic, Ilaro

Administrative Officer (Intern)

| Apr. 2017 – Mar. 2018

- Prepared administrative reports and budget-related documents.
- Supported HR tasks, including job postings and employee inquiries.
- Organized filing systems and safeguarded confidential documents.
- Coordinated meeting logistics and official visit arrangements.
- Maintained institutional records and databases.

Mobik ICT Centre

Customer Service Representative

| Feb. 2016 – Oct. 2016

- Handled inquiries and resolved customer complaints.
- Processed customer adjustments and maintained account updates.
- Recommended suitable services based on customer needs.
- Generated leads and strengthened customer relationships.

ACADEMICS

MSc., Office and Information Management, Lead City University, Ibadan.	<i>In view</i>
BSc., Office and Information Management, Lead City University, Ibadan. (<i>First Class</i>)	2025
HND, Office Technology and Management, Federal Polytechnic, Ilaro, Ogun State. (<i>Distinction</i>)	2021
ND, Office Technology and Management, Federal Polytechnic, Ilaro, Ogun State. (<i>Distinction</i>)	2018
Senior School Certificate Examination, Itolu Community High School, Ilaro, Ogun State.	2015

ADMINISTRATIVE POSITIONS & RESPONSIBILITIES

Departmental Secretary, Office Technology and Management	2024 till date
Sub-Committee on Project and Computer Laboratories for Re-accreditation	2025
Sub-Committee on Departmental Minutes for Re-accreditation	2025
Re-accreditation Committee on Entertainment	2025
Books and Publication Committee for Re-accreditation	2025

JOURNALS

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- a. Olopade, John & Okeke, G.I. (2025). Adoption of Artificial Intelligence Tools and Students' Academic Performance in the Federal Polytechnic, Ilaro.
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CONFERENCE PAPERS

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- a. Jimoh, T.A., Jolaade, I.A. & Okeke, G.I. (2025). Agripreneurship Awareness and Perceived Readiness of Tertiary Institution Students in Agricultural Value Chains. Intl. Conference, Federal Polytechnic Ilaro.

- b. **Okeke, G.I.** & Jimoh, I.B. (2024). Impact of Cybersecurity Threats on E-Business in Emerging Economies. 3rd International Conference, School of Communication & IT.
- c. Adesina, E.M. & **Okeke, G.I. (2024)**. Social Media Usage and Academic Performance in Tertiary Institutions.

PROFESSIONAL MEMBERSHIPS

- National Institute of Office Administrators and Information Managers of Nigeria
- Nigerian Institute of Office Technology and Information Management
- Women in Technical Education (WITED), Ilaro Chapter

COMMUNITY SERVICE

Secretary, Parish Pastoral Council, St. Joseph's Catholic Church, Ilaro	2022
Secretary, Catholic Youth Organisation Nigeria (CYON), Ilaro	2022
Assistant Secretary, CYON Ilaro	2018

CERTIFICATIONS

Jobberman Soft Skills Training	2023
Write Professional Emails in English – Georgia Institute of Technology, Coursera	2020
Speak English Professionally – Georgia Institute of Technology, Coursera	2020
Diction & Fluency – Gramacetamol Clinic	2022

AWARDS

Lead City University, Ibadan

Overall Best Graduating Student in Office and Information Management Department	2025
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The Federal Polytechnic Ilaro

Overall Best Graduating Student, HND	2021
Overall Best Graduating Student, ND	2015