AKINLEKE FAVOUR OLAMIDE

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# Career Objective

I am a dedicated, detail-oriented, and highly motivated freelancer with a steadily growing background in Python programming, virtual assistance, voiceover, content writing, and data entry. I specialize in delivering high-quality, value-driven solutions to clients globally. I am seeking to build a strong professional portfolio while offering exceptional service in today’s competitive digital marketplace.

# Skills

Python Programming  
Virtual Assistance  
Voiceover Services  
Data Entry  
Google Workspace (Docs, Sheets, Drive, Calendar)  
Communication Skills

# Education

Bells University of Technology  
Undergraduate Program (5 Years) Mechatronics Engineering  
Ota, Ogun State, Nigeria

# Projects / Work Experience

## Virtual Assistant – Personal Brand Management

* - Managed daily email responses and calendar scheduling using Google Calendar
* - Created and maintained spreadsheets for tasks and deadlines using Google Sheets
* - Organized Google Drive folders for efficient document management
* - Conducted online research and compiled weekly reports
* - Provided support via Zoom and WhatsApp for task follow-ups

## Voiceover Narration – YouTube Video Scripts

* - Recorded high-quality voiceovers for 5 sample YouTube video scripts (educational & storytelling)
* - Edited audio using Audacity to remove background noise and improve clarity
* - Delivered MP3 files with proper timing and intonation for visual syncing
* - Shared samples via Google Drive and promoted on social media
* - Received positive feedback from viewers for voice clarity and emotional tone

## Data Entry & Cleanup – Sample Business Records

* - Input 500+ rows of sample sales and customer data into Google Sheets
* - Performed data cleanup: removed duplicates, corrected formatting errors, and standardized entries
* - Created simple formulas for summing totals and tracking product performance
* - Designed a basic dashboard to present insights from the data