

Olayinka Aderinsola Odumuyiwa

12 Lateef Fagbemi Street, Off Oshinfolarin Street, Bariga, Lagos State

Contact: 08166281777, 08108622396

Email: yinkaodumuyiwa@yahoo.com

LinkedIn: <https://www.linkedin.com/in/olayinka-odumuyiwa-244703183>

Professional Summary

Highly organized and detail-oriented professional with proven experience providing comprehensive administrative support and streamlining office operations. Adept at managing schedules, coordinating tasks, and ensuring seamless communication. Proficient in Microsoft Office Suite and Google Workspace, with a strong background in customer service and a proactive approach to problem-solving. Eager to contribute my skills and enthusiasm to the Office Coordinator/PA role at Vouch Nigeria Limited.

Objective

To leverage my skills and experience in a dynamic role within the tech industry, contributing to the success and innovation of the organization.

Education**Bachelor of Education in Education and Chemistry**

University of Lagos, Akoka

West African Senior School Certificate Examination (WASSCE)

Jocabel Model College, Sango, Ota, Ogun

2013 - 2016

Professional Experience**Administrative Department, Personal Assistant**

Princess Catering Service

Jan. 2019 - Dec. 2021

- Improved client follow-up process, resulting in a 20% increase in customer satisfaction.
- Streamlined administrative tasks, reducing paperwork processing time by 15%.
- Successfully managed and coordinated over 50 events, ensuring timely delivery and client satisfaction.

Social Media Manager

Doza Artistry Designs

April 2022 - Sep. 2023

- Increased social media engagement by 30% through targeted content strategies.

- Launched successful ad campaigns that boosted brand visibility and sales by 25%.
 - Developed and implemented a content calendar, improving consistency and audience retention.
-

Certifications

- Virtual Assistant Training Course (ALX)
Completed an 8-week intensive course covering essential virtual assistant skills, including online communication, time management, and project coordination.
 - Daystar Leadership Academy (2017)
Completed a comprehensive leadership training program focused on team management and strategic planning.
 - Member, JCI UNILAG
Actively participated in community service projects and leadership development programs.
 - Member, Krawdwise
Engaged in community service projects and workshops, tech community events, enhancing technical skills and networking.
-

Skills & Abilities

Technical Skills:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Proficient in Google Workspace (Docs, Sheets, Slides, Drive, and Calendar).

Skills:

- Excellent communication and interpersonal skills.
- Strong problem-solving skills and the ability to think creatively to find solutions.
- Highly organized and detail-oriented, with the ability to manage multiple priorities and tasks.
- Self-motivated and proactive, with a passion for helping customers succeed.
- Basic familiarity with customer success software, CRM systems, and other relevant tools.
- Ability to work independently in a remote environment, demonstrating strong time management and self-discipline.
- Inbox Management
- Calendar Organization
- Travel Planning and Research
- Project Management
- Data Entry
- Effective Communication
- Time Management
- Customer Service

Interests**Professional Development:**

- Attending industry conferences and webinars to stay updated on the latest trends in tech and social media.
- Participating in online courses to continuously improve technical skills.

Personal Interests:

- Volunteering at local community centers and participating in charity events.
- Exploring new cuisines and cooking techniques.

References

Available upon request.