



Damilola Olatunji

Virtual Assistant | Data Analyst | Content Writer

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam pharetra in lorem at laoreet. Donec hendrerit libero eget est tempor, quis tempus arcu elementum. In elementum elit at dui tristique feugiat. Mauris convallis, mi at mattis malesuada, neque nulla volutpat dolor, hendrerit faucibus eros nibh ut nunc.

Contact

Email

dolatunji0303@gmail.com

LinkedIn

Damilola Olatunji

Address

Certifications

2008

Enter Your Degree

University/College

2008

Enter Your Degree

University/College

Skills

• Management Tools

Slack, Asana, Trello, Microsoft Teams, Zoom

• Office Software

Microsoft Office Suite, Google Workspace, Adobe Acrobat

• Operating Systems

Windows, Mac OS, iOS, Android

• Soft Skills

Communication, Time Management, Critical Thinking, negotiation, Leadership, Tech Savvy, Organizational skills

• Language

English
German

Experience

○ Mar 2022 - Feb 2023

Ministry of Environment & Natural Resources Management

Administrative Assistant Intern

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam pharetra in lorem at laoreet. Donec hendrerit libero eget est tempor, quis tempus arcu elementum. In elementum elit at dui tristique feugiat. Mauris convallis, mi at mattis malesuada, neque nulla volutpat dolor, hendrerit faucibus eros nibh ut nunc. Proin luctus urna id nunc sagittis dignissim. Sed in libero sed libero dictum dapibus. Vivamus fermentum est eget lorem aliquet, vel tempus metus dignissim. Donec risus arcu, tristique et sollicitudin blandit, iaculis ut nisl. Integer rutrum ultricies fringilla.

○ 2024 - Present

Platform

Freelance Virtual Assistant

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam pharetra in lorem at laoreet. Donec hendrerit libero eget est tempor, quis tempus arcu elementum. In elementum elit at dui tristique feugiat. Mauris convallis, mi at mattis malesuada, neque nulla volutpat dolor, hendrerit faucibus eros nibh ut nunc. Proin luctus urna id nunc sagittis dignissim. Sed in libero sed libero dictum dapibus. Vivamus fermentum est eget lorem aliquet, vel tempus metus dignissim. Donec risus arcu, tristique et sollicitudin blandit, iaculis ut nisl. Integer rutrum ultricies fringilla.

○ 2024 - Present

ALX

Data Analyst

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam pharetra in lorem at laoreet. Donec hendrerit libero eget est tempor, quis tempus arcu elementum. In elementum elit at dui tristique feugiat. Mauris convallis, mi at mattis malesuada, neque nulla volutpat dolor, hendrerit faucibus eros nibh ut nunc. Proin luctus urna id nunc sagittis dignissim. Sed in libero sed libero dictum dapibus. Vivamus fermentum est eget lorem aliquet, vel tempus metus dignissim. Donec risus arcu, tristique et sollicitudin blandit, iaculis ut nisl. Integer rutrum ultricies fringilla.

Reference

Available Upon Request