**PROFESSIONAL SUMMARY**

Odunayo is an Administrative with a successful career in providing executive and customer support to the operational departments. She also has strong leadership skills with her ability to lead a team to success. Odunayo is seeking to utilize her excellent oral, written communication and management skills to meet deadlines and add value to an organization. Experienced managing personnel records management, benefits and employee relations.

**PERSONAL VALUES**

Dependability || Loyalty || Trust || Patience || Professionalism || Reliability

**EXPERTISE**

Product Knowledge || Data Entry & Computer Skills || Microsoft Office 365 || Office Management || Customer Service Retention || Presentation Skills || Employee Relations ||Organizational goal