IBUKUN MARY OLUWADAMILOLA

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Professional Summary

I am a diligent, focused, hardworking and self-motivated administrative personnel with years of experience assisting with work of high-achieving executives and supporting professional needs with well-organized precision.

Skills

- Full Stack Web Developer.
- Executive Scheduling
- Administrative Support
- Creative Thinking
- Corporate Communications
- Academic writing
- Excellent Time Management
- Strong Researching Skills
- Proficiency in Microsoft office PowerPoint, MS word and Excel.

Work History

Administrative Assistant/Human Resource Intern   12/2019 to 03/2021

HB4 Universal Services – Ado Ekiti .

- Responsible for scheduling meetings, taking notes.
- Handling correspondence on behalf of managers.
- Typing, formatting, and editing reports, documents, and presentations.
- Customizing brand message to reach and capture target audience interest and drive engagement.
- Produced accurate office files, updated spreadsheets and crafted presentations to support executives and boost team productivity.

Front Desk Manager,   09/2021 to 02/2022

Ministry Of Communication, Ilorin, Kwara state..

- Greeted, communicated with and welcomed guests.
- Kept the office in order.
- Supervised the staff and all front desk activities including bookings, appointments, phone calls and emails.
- Managed budgets, contracts and records.
- Attended to guests' complaints and questions and providing exceptional customer service.

Front Desk Officer   **0**3/2022 to **0**2/2023.

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- Answers phone calls courteously.
- Guide guests and issues guest badges.
- Receive letters, packages and send them to appropriate destination.
- Responding to customer questions and enquiry professionally.
- Perform basic data entry when needed.

Front-End Developer   **0**3/2023 till date.

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- Develop and maintain responsive and user-friendly websites and application for the bank, ensuring they work seamlessly across various devices and browsers.
- Write clean, efficient, and well-structured HTML and CSS code to implement design concepts accurately.
- Create interactive and dynamic user interfaces using JavaScript, and work with libraries and frameworks like React, Angular, or Vue.js.
- Ensure websites are compatible with multiple browsers and platforms, addressing and resolving any compatibility issues.
- Optimize website performance by minimizing load times, improving code efficiency, and implementing best practices.
- Implement responsive web design principles to ensure websites adapt gracefully to different screen sizes and orientations.
- Collaborate closely with UX/UI designers, back-end developers, and other team members to translate design concepts into functional websites.
- Use version control systems like Git to manage and track changes in codebase, ensuring code is well-documented and organized.

- Conduct thorough testing and debugging of front-end code, identifying and resolving issues to maintain a bug-free user experience.
- Enhance user experience by paying attention to user interactions, optimizing navigation, and improving overall usability.
- Ensure websites adhere to web accessibility standards (WCAG) to make them usable by people with disabilities.
- Follow coding standards and best practices to maintain code quality, readability, and consistency.
- Implement security best practices to protect websites from common web vulnerabilities like cross-site scripting (XSS) and SQL injection.
- Create and maintain documentation for front-end development processes, code, and project-specific details.
- Stay updated with the latest front-end development trends, tools, and technologies to apply them effectively.
- Manage multiple projects, set priorities, and meet deadlines while maintaining code quality.
- Communicate effectively with team members, stakeholders, and clients to gather requirements and provide project updates.
- Demonstrate strong problem-solving skills when faced with technical challenges or complex development tasks.

Education

Software Engineering / Web Development

ALX Africa/Holberton Software Training Institute.   05/2023

B.Sc: Political science   03/2021

Ekiti State University - Ado, Ekiti State.

WASSCE   07/2010

Messiah High school

Certifications

- NYSC Discharge Certificate.
- Certificate of completion on Digital Literacy – Digital Nigeria.

- Certificate of completion on Content and Academic writing – Mayovest consultancy services.

Referees:

Available on Request