Adegboye Daniel

📍 Remote | 📞 08126047664 | ✉️ damilola238@gmail.com

Customer Service Representative | Typist | Support Specialist

# Professional Summary

Empathetic and detail-oriented professional with a strong background in teaching, communication, and public service. Experienced in delivering excellent customer support, resolving conflicts, and handling administrative tasks efficiently. Seeking a remote customer service or call center position where I can leverage my interpersonal and technical skills. Proficient in Microsoft Office Suite, desktop publishing, and remote collaboration tools.

# Core Skills

* - Customer Service & Conflict Resolution
* - Call Handling & Client Support
* - Microsoft Word, Excel & Desktop Publishing
* - Typing Speed: [Insert WPM]
* - Remote Collaboration Tools (Zoom, Email, Google Workspace)
* - Time Management & Multitasking
* - Problem Solving & Decision Making
* - Strong Verbal & Written Communication

# Professional Experience

## Preacher

Various Locations | 2015 – Present

* - Delivered impactful sermons to audiences of over 100 people, improving community engagement.
* - Provided counseling and resolved interpersonal conflicts with empathy and discretion.
* - Organized and managed events, meetings, and communication with minimal supervision.

## Teacher

Spearo C. College | Oko-Afo, Lagos | 2021 – 2023

* - Taught English Language and related subjects to secondary school students with a 90% pass rate.
* - Created lesson plans and assessments using Microsoft Word and Excel.
* - Maintained student records and fostered a positive learning environment.

## Freelance Typist

Remote | 2016 – Present

* - Typed and formatted legal, academic, and business documents with 98% accuracy.
* - Handled document editing, conversion, and desktop publishing tasks using Microsoft Office tools.
* - Communicated effectively with clients to meet deadlines and ensure satisfaction.

## POS Agent

Foladami Ventures | Badagry, Oko-Afo | Jan 2020 – Mar 2021

* - Processed 50+ daily cash withdrawal and deposit transactions with 100% accuracy.
* - Resolved customer complaints efficiently, maintaining a high satisfaction rate.
* - Ensured proper documentation and security of financial records.

# Education & Certifications

Bachelor of Arts in Theology  
ECWA Theological Seminary, Igbaja | [Year]

Diploma in Desktop Publishing  
[Institution Name], [Location] | [Year]

# Additional Information

* - Quick learner with a high level of adaptability
* - Available for flexible shifts, including weekends
* - Committed to professionalism and continuous improvement