

Bankole Ebenezer Oladipupo

bankoleebenezer@111gmail | +234 701 405 4720

Professional Summary

An organized and proactive individual who learn my duties and responsibilities, while contributing to workplace improvements, seeking challenging opportunities to apply skills to the success of any organization

Skills

- Good Communication
- Analytical Skills
- Time Management
- Problem Solving
- Microsoft Office Suite

Voluntary

Administrative Assistant

April. 2023 – April.2024

The Church of Jesus Christ of Latter-days Saints

- Provided comprehensive administrative support to senior-level managers, ensuring prompt response, attention to detail, and efficient scheduling of appointments and client interaction.
- Managed information flow, ensuring accuracy and timely distribution of internal and external communications, including memos, emails, presentation, and reports.
- Demonstrated strong writing and proofreading skills, creating high-quality PowerPoint presentation and reports.

Education

Software Development

Feb. 2024 – Present

Brigham Young University

- Web and Computer Programming
- Web Development
- Software Engineering

General Studies

Sep. 2023 – Feb 2024

BYU-Pathway Worldwide

A program teaching life, professional, and student skills with an emphasis on writing and mathematics