**ADEWOYE EMMANUEL OLANREWAJU**

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**SUMMARY**



* Resourceful and dedicated individual seeking to utilize my skills and experience in customer service and relations.
* Background as a Farm Operations Officer, managing daily farming activities and developing strong interpersonal communications with clients and teammates.
* Continuously pursuing self-development courses to enhance my skills.

**EDUCATION**



**B.Agric, Agricultural Science 2016 - 2023**

**University of Ilorin**

**VOLUNTEER EXPERIENCE**



**Independent Corrupt Practices Commission (ICPC) CDS Group**

Sept 2023 – July 2024

* Participated in an impactful outreach program aimed at educating community members about the dangers of corrupt practices, leading to greater awareness and vigilance within the community.
* Collaborated with team members to deliver a compelling outreach program to enlighten students about the adverse effects of corruption, empowering them to make ethical choices and stay away from fraudulent activities.

**WORK EXPERIENCE**



**Farm Operations Officer**

**Pastor Ige Farms Limited, Ilorin**

July 2020 – December 2020

* Managed the daily and periodic feeding of fishes in the pond, ensuring optimal health and growth of the fish stock.
* Implemented a rigorous water replacement schedule for fish tanks, resulting in improved water quality and fish well-being.
* Maintained cleanliness of the poultry pens, creating a healthy and hygienic environment for the birds.
* Supervised and executed regular feeding of poultry birds, ensuring their health and productivity.
* Provided comprehensive feedback to the supervisor and conducted debriefing sessions after daily activities, fostering a culture of open communication and continuous improvement.



**Web Development Bootcamp Trainee**

**Public Hub Africa**

July 2024 - September 2024

* Learned the basics of front-end web development and the language syntax used.
* Created simple static web pages as class tasks and assignments using HTML and CSS.
* Learned the basic fundamentals of JavaScript.



**Virtual Assistant Trainee**

**ALX Africa**

September 2024 - November 2024

* Trained on the importance and needs of virtual assistance.
* Maintained timely submission of milestones assignments at the end of each week.
* Trained in the usage of Google Workspace tools
* Certified as a verified virtual assistant



**SKILLS**



* **Customer service:** Committed to providing high-quality service to customers
* **Communication:** Capable of clear, concise, and effective communication
* **Attention to detail:** Possess a keen eye for accuracy and precision in work
* **Teamwork:** Excels in teams, with strong collaboration and interpersonal skills
* **Problem-solving:** Ability to effectively identify and resolve issues
* **Time management:** Efficient at prioritizing and executing tasks
* **Event coordination:** Possess strong organizational and planning skills
* Proficient in using Microsoft Word and Google Workspace tools
* **Administrative Tasks**: Mail management, calendar management, Travel bookings, Audio transcribing, and Data entry.