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# ENIOLA OLARINOYE

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Obalodu Surulere Lagos

## SUMMARY

I am an undergraduate at covenant University, majoring in Management and information system. I have strong work ethics, self-control, an intense love of learning and a problem solver.

## EDUCATION

Covenant University, Ogun State  
Management and Information System

Relevant Courses: C++, Java, MS office,  
HTML, CSS, JAVASCRIPT  
2020- Till date

Nigerian Navy Secondary School, Oyo  
State  
2015-2020

## SKILLS

- Proficiency in the use of Google sheets and Microsoft applications.
- Front end and Back end developer
- Project manager
- Good communication skills
- Graphic design
- Web developer
- Excellent Team player

## LEADERSHIP EXPERIENCE

### **NNSS OGB, Labour Prefect**

Oversaw the organizing of events, numerous social programs, and hostel maintenance.

### **Covenant University, Assistant Pro**

As the public face of my course, I manage the social media accounts and produce content for it.

## WORK EXPERIENCE

**IT HORIZONS. LAGOS** | Mar 2023 - Sep 2023

- Proficient in troubleshooting hardware and software issues for various operating systems.
- Skilled in setting up and maintaining network infrastructure, including routers and switches.
- Experienced in providing user training and support for software applications and systems.
- Familiar with IT security protocols and procedures to protect sensitive data.
- Assisted in the branding and advertising aspect of Zojapay
- Skilled in the use of Google sheets and Microsoft Azure

### **Covenant University Work Study**

- Administrative Support: Helped with data entry, filing, photocopying, and organizing documents to keep the office running smoothly.
- Coordination of activities: Assistance provided in the arrangement, management, and implementation

of workshops, conferences, seminars, and other university activities. Research Support: Under the direction of professors or research supervisors, I conducted research and acquired data for papers, presentations, and academic projects.

- Data Analysis: Using statistical software or other tools pertinent to the study subject, academic executives received assistance with data entry, collecting, analysis, and interpretation. Team Collaboration: Effective cooperation and communication skills were demonstrated by collaborating on various projects and tasks with faculty members, staff, and other work-study students.
- Documentation and Reporting: For accountability and future reference, I compiled and maintained records, reports, and documentation pertaining to work-study activities, projects, and accomplishments.
- Training and Development: As a work-study student, I participated in workshops, seminars, and training sessions offered by the university to improve my knowledge, abilities, and professional growth.

- Microsoft and Google sheets certification

## **INTERESTS**

Reading, Culinary, Traveling, Problem solving, Music

## **CERTIFICATIONS & COURSES**

- Certification in Sophos central