**OLABODE JOEL OLUTOYE**

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**Address:** 1, Omoyeni street, Agbede Meeting off Agric Isawo Rd Ikorodu, Lagos

**PROFILE SUMMARY**

Conscientious Individual and trained customer service representative, Tech-savvy with a proven record of excellence in minute keeping, generating expense reports and client retention. Excellent communicator and fast thinker who finds instant rapport with people from all walks of life. An organized and detail-oriented time manager who takes pride in consistently delivering high-quality content for target audience.

**EDUCATION**

* **Bachelor of Science (BSc) Public Administration** – University of Lagos **In view**

**CORE COMPETENCIES**

* Operations Management
* Brand Management
* Administrative Management
* Growth Expansion
* Client Relationship Management
* Customer Experience and Support

**SKILLS HIGHLIGHT**

* Superior communication skills (verbal and written), facilitation, and relationship building skills.
* Strong leadership skills, superior analytical skills, team management, and interpersonal abilities.
* Strong team collaboration skills. Work closely with team members to achieve goals.
* Interacts with all levels with refined ability to work with minimum or no supervision.
* Skilled at coordinating internal resources and third parties/vendors for the execution of projects.
* Excellent ability to establish and work to priorities while managing multiple work streams.
* Tech Savvy and proficient in Microsoft Office Packages.

**WORK EXPERIENCE**

**HEAD OF ADMIN AT KING O’ DAVID HOSPITAL 2018-2022**

* Excellent interpersonal relationship skill with an ability to convince even the non-willing admirers into a retrospective customer.
* Excellent use of the social media space to place advert and an ability to know the right platform to post what.
* Great marketing strategy that attracts the right costumers.
* Result oriented service provider with an ability to satisfy even irate costumers.

**MARKETER AT EGAGTEE STILL ACTIVE**

**REFERRAL**

**MRS OLABODE JULIANAH**

**PROPRIETRESS OMOYENI SCHOOL**

**AGBEDE MEETING**

**08057261630**