



# ADETOUN, IFEOLUWA DAMILOLA

2<sup>nd</sup> Powerline, Off Ekerin Ologuneru B/Stop, Eleyele Ibadan

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## OBJECTIVE

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To work for an organization which provides me the opportunity to improve my skills and knowledge for professional growth along with the organization objectives

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## EXPERIENCE

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### Old Mutual Nigeria

Financial Advisor | March, 2019 to January 2020

- Creating exceptional customer service while also creating and maintaining good client relations
- Assess clients financial needs and offer financial expert advise with decisions on investment

### Sally Gallant Marketing and Communications Limited

IT Officer(NYSC)| November, 2017 to November, 2018

- Drafted Press releases and Publications on advertisement, branding and communications
- Wrote contents and managed Organization's blogsite (newsflagship.com)
- Provided support for all IT related challenges in the Organization
- Conducted web analysis for Organization's social media platforms for optimization (SEO)
- Offered Customer Representative Service during the development of branding for clients.

### Odua Investment Company Limited

SIWES Training | May,2014 to October, 2014

- Developed core marketing skills that enabled the development of targeted marketing awareness for the Odua Museum and Hall of Fame
- Acquired the basic skills of providing customer personnel service practices

### Total Oil, Abuja

Intern, Information and Support Telecoms Unit | September, 2013 to February, 2014

- Setting up and managing of the HD Video Conferencing Systems via use of Polycom VX 7000c and other devices
- Supported in the management of computer system troubleshooting in the organization
- Provided maintenance of IT gadgets and equipment
- Made report of anomalies and hazards observed to the Safety and Health Unit

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## EDUCATION

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Ekiti State University, Ado Ekiti

B.SC COMPUTER SCIENCE | 2017

Wesley College of Science School, Ibadan

SSCE | 2010

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## SKILLS, CERTIFICATIONS & INTERESTS

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- Working knowledge of website design using WordPress,HTML
- Proficiency in the use of business tools such as Microsoft packages (MS Word, PowerPoint and Excel).
- Flexibility and ability to work independently and proactively.
- Proficiency in web analytics and digital marketing
- Excellent website and content development
- Effective communication (written and spoken).
- Excellent report writing, collation, documentation and filing.
- Team work and good interpersonal relations.
- A Fast learner and ability to multitask.

### CERTIFICATIONS

- BISO Certification in Health Safety and Environment (Levels 1 – 3) | 2018.
- BISO Certification in Environmental Impact Assessment | 2018
- BISO Certification in Basic First Aid/CPR |2018
- Associate Member, Association of Registered Insurance Agent of Nigeria. | 2019

### INTERESTS

- Reading
- Traveling
- Sports
- Cooking

### REFEREES

Available on request.