

MAUREEN IYANUOLUWA OGUNDOWOLE

Ifesowapo Zone Idiomo Ojoo Ibadan, Oyo State. Nigeria

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SUMMARY

Solution-driven and result-oriented Administrative Support with a background in Philosophy and experience in the administrative and operations management. Demonstrates knowledge and expertise in coordinating office management and special projects with a high degree of efficiency. Serves as a point-person for managers, sales teams, clients, and vendors to ensure proper lines of communication. Demonstrates excellent communication skills, problem resolution abilities, and a high level of confidentiality.

CORE COMPETENCIES

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|------------------------|--------------------------|---------------------------|
| • Customer Service. | • Office Administration. | • Task Prioritization. |
| • Confidentiality. | • Data Management. | • Microsoft Office Suite. |
| • Client Relations. | • Interpersonal Skills | • Communication Skills. |
| • Process Improvement. | • Strong Work Ethics. | |
| • Time Management. | • Presentation Skills. | |

SKILLS HIGHLIGHTS

- Self-starter, with refined ability to work with minimum or no supervision.
- Strong team collaboration skills. Work closely with team members to achieve goals.
- Solid, persuasive, and genuine communication, facilitation, and relationship building skills.
- Excellent ability to establish and work to priorities while managing multiple work streams.
- Proven leadership abilities and very high attention to detail.

PROFESSIONAL EXPERIENCE

Oyo State Ministry of Agriculture, Ibadan
– 2019

2018

Administrative Assistant

- Increased efficiency of the office processes by providing support to the Director and co-workers.
- Trained new staff members in office administration.
- Accepted all letters and packages, and distributed them to their appropriate departments.
- Prepared and disseminated correspondence, memos, and forms.
- Enhanced effectiveness by providing information management support.
- Provided historical reference by utilizing filing and retrieval systems.

EDUCATION

• **Bachelor of Arts (B.A.) in Philosophy**
– 2017

2013

Obafemi Awolowo University, Ile-Ife, Osun State, Nigeria.