

OLAITAN, IFEOLUWA IFEOMA

Address: 9, Gbadebo Street, Off Omilani Street, Ijesha-Tedo, Surulere, Lagos.

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OBJECTIVE

A responsible individual with board knowledge and experience of working in an administrative firm. A public administrator as a profession and content creator. Competent in carrying out research, Microsoft Office, and Documentation. I am open to a challenging role in a professionally driven organization, where I can develop my skills while seeking advancement, improvement and job satisfaction.

BIO DATA

Sex: Female
Nationality: Nigerian

CORE COMPETENCIES

- Social Media Savvy
- Computer Proficiency
- Leadership & Teamwork
- Excellent Communication Skill and Organizational skills
- Goal Oriented and Competitive
- Content Writing
- Business Management
- Ability to learn fast and manage information.
- Ability to work with minimal supervision

-SKILLS

- Proficient typist & Editing Skills
- Skillful in use of Microsoft Office Packages (Word, Excel, PowerPoint, etc.)
- Non-Technical Skills in Multitasking, Business Etiquette, Time Management etc.
- Strong Analytic and Interpersonal Skills
- Media literacy Skills
- Ability to get fast and reliable information from the Internet

EXPERIENCE

Switch Media, Lagos, Nigeria

Sept. 2019 - May 2020

Administrator/Content Creator

- Researching industry-related topics (combining online sources, interviews and studies) while responsible for the contribution of information to any media and most especially to digital media.
- Maintain trusting relationships with clients, staff, and performing other special project assignments effectively as well managing the company social media accounts and office equipment. Sorting and distrusting incoming and outgoing calls.

Olabisi Onabanjo University (OOU), Ogun, Nigeria

Feb, 2016 - Feb. 2017

Undergraduate Intern

- Responsible for the support to either a team or individual, creating spreadsheets and presentations. Dealing with email enquiries and taking Minutes. Handling external or internal communication and Management Systems. Managing Clerical and other administrative staff. Organizing, arranging and coordinating meetings. As well maintaining a clean and enjoyable working environment

EDUCATION

- **Olabisi Onabanjo University, Ago-Iwoye** **2018**
Bachelor of Science (B. Sc.) in Public Administration
- **Delan College, Lagos** **2014**
Senior School Certificate Examination (SSCE)

VOLUNTEER EXPERIENCE

- **Community Newsletter** (Member) - **Nest Innovation** 2019-2020
- **Administrator** (Member) - **Local Government** 2019-2020
- **Red Cross Organization** (Member) - **OOU** 2014-2015

REFERENCES

- **Tosin Olaitan**
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- **EZeaniekwe Chisom Esther**
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