

Olaoluwatomiwa Gbadeyan

tomiwagbadeyan@gmail.com | +234 8146416798 | Lagos

CAREER OBJECTIVE

Skilled in administrative support, managing calendars, emails, and data entry with precision. Proficient in Microsoft Office, Google Workspace, and project management tools to streamline tasks. Detail-oriented, efficient, and committed to accuracy, ensuring timely completion with minimal errors.

WORK EXPERIENCE

Tech Recruiter

Exxon, Virtual

Mar 2025 - Jun 2025

- Led full-cycle recruitment for technical roles, including engineering, IT, data science, and project management positions, ensuring alignment with Exxon's talent strategy.
- Partnered with hiring managers to define job requirements, develop sourcing strategies, and create targeted job postings.
- Utilized advanced sourcing techniques, including LinkedIn Recruiter, Boolean search, and networking, to identify and engage passive candidates.
- Screened resumes, conducted initial interviews, and assessed technical competencies to ensure strong cultural and skill fit.
- Managed candidate pipelines, coordinated interviews, and facilitated smooth communication between candidates and stakeholders.
- Negotiated offers and guided candidates through onboarding, ensuring a positive candidate experience.
- Tracked recruitment metrics, analyzed hiring trends, and recommended process improvements to optimize time-to-fill and quality-of-hire.

Virtual Assistant • Internship

Infoware, Virtual

Dec 2024 - Jul 2025

My responsibilities include:

- Managing and scheduling appointments, meetings, and events
- Handling email and phone correspondence, responding to messages and inquiries
- Creating and editing documents, spreadsheets, and presentations
- Conducting research and data entry tasks
- Providing social media management support, including creating and scheduling posts
- Assisting with project management, including tracking progress and deadlines
- conducting outreach by reaching out to companies through social media ,texts and calls

Legal Intern • Internship

M.A Banire & Associates, Lagos

Oct 2024 - Present

Conducting research on various legal topics and issues.

Prepared, edited, and formatted professional documents such as contracts, memos and reports. Handled data entry and clerical duties with Attention to detail and accuracy.

Managing email communications and preparing schedules

Maintained and organized digital and physical filling system for quick and easy access to records

Virtual Assistant • Internship

ALX Africa, Virtual

Sep 2024 - Nov 2024

My responsibilities include:

- Managing and scheduling appointments, meetings, and events
- Handling email and phone correspondence, responding to messages and inquiries
- Creating and editing documents, spreadsheets, and presentations
- Conducting research and data entry tasks
- Providing social media management support, including creating and scheduling posts
- Assisting with project management, including tracking progress and deadlines

Legal Intern • Internship

Olumide Babalola Legal Practitioners, Lagos

Sep 2024 - Oct 2024

1. Researched and analyzed data protection laws and regulations, including the General Data Protection Regulation and the Nigerian Data Protection Regulation(NDPR).

2. Conducted research on emerging trends and developments in data protection law.

3. Drafted and edited data protection-related documents, including privacy notices, consent forms, and data sharing agreements.

4. Assisted in conducting data protection audits and risk assessments for clients.

UI/UX Design • Internship

Side Hustle, Virtual

Nov 2021 - Dec 2021

EDUCATION

L.L.B, Common Law

University Of Ilorin

2018 - 2024

Senior Secondary (XII), SSCE

Arts

Effective International College

2018

TRAININGS / CERTIFICATIONS

Virtual Assistant

Sep 2024 - Nov 2024

ALX Africa, Virtual

During the training, I gained hands-on experience with various tools such as Asana, Trello, Gmail, Microsoft Outlook, Canva, Google Docs.

The training also covered a wide range of topics including: Virtual Assistant roles and responsibilities, email and calendar management, social media management, Time management and delegation, Communication and customer service skills.

Product Management

Jan 2024 - Aug 2024

Great Learning Academy, Virtual

Virtual Assistant

Jul 2024 - Sep 2024

Alison Courses, Virtual

Virtual Assistant

Jan 2024 - Nov 2024

ALX Africa, Virtual

SKILLS

- MS-Excel
- MS-Office
- Effective Communication
- Problem Solving
- Social Media Marketing
- English Proficiency (Spoken)
- Event Management
- Time Management
- Product Management
- English Proficiency (Written)
- Google Workspace
- Project Management
- Market research

EXTRA CURRICULAR ACTIVITIES

- Debate Club Member, University of Ilorin: Participated in and organized debates on legal and social issues.
- Volunteer, The Zenith Network, University of Ilorin
- Member of Equity Chambers, University of Ilorin

ADDITIONAL DETAILS

- Virtual Assistant Alx Africa Virtual Assistant Alison Courses Product Management Great Learning Academy
- References Available upon request.