

OKEOWO IYANUOLUWA ADEWALE

Oke-ira Aguda Ogba Ikeja Lagos State.
08057659623, 07089841965 | okeowoiyanu@yahoo.com

PROFESSIONAL SUMMARY

Experienced IT support officer with over one (2) year of experience in IT and website development. Excellent reputation for resolving technical problems, improving customer satisfaction, and driving overall operational improvements.

SKILLS:

- Interpersonal skill
- Excellent customer service
- Multitasking ability.
- Professional skills in the use of Django, HTML, PYTHON, CSS and JavaScript.
- Verbal and written communication
- Organizational abilities
- Microsoft Office Suite: Microsoft Word, Excel

WORK HISTORY:

FREELANCER WEBSITE DEVELOPER

April. 2020 to Present

- Maintain all work according to procedures.
- Design templates for site creation.
- Develop, manage and provide technical support for various websites.
- Provide technical support to creative team such as developing new graphics and banners.
- Administer everyday operations and manage functionality of company website.
- Maintain effective communication with staff and developed website content.
- Skilled to develop website development standards.
- Deep ability to manage all confidential information.

IT AND AUDIT SUPPORT OFFICER (NYSC)

Mar. 2019 - Feb. 2020

Oyo State Government Pension Board Ibadan, Oyo State.

- Assisted with team communications and information for monthly audit meetings.
- Performed various administrative functions, including filing paperwork, delivering mail, and bookkeeping.
- Worked with audit officer to understand requirements and provide exceptional service to the retirees on behalf of the state government.
- Prepared documents, reports, and presentations for executives and board members.
- Compiled financial reports on cash receipts, expenditures, and profit and loss.
- Configured hardware, devices, and software to set up work stations for employees.
- Documented all transactions and support interactions in the system for future reference.

IT SUPPORT (INTERNSHIP)**May. 2017 - Sept. 2017**

Ojodu Local Council Development Area Ojodu, Lagos State (HR DEPT)

- Configured hardware, devices, and software to set up work stations for employees.
- Organized company files and created a support system to decrease workload and increase the productivity of HR managers.
- Worked closely with HR to reorganize the order of supplies and increase productivity.
- Extensive experience using PowerPoint's to develop multimedia presentations.
- Collaborated in the professional team to solve technical issues, leading to better productivity.
- Maintained functional office equipment with excellent troubleshooting and maintenance abilities.

CUSTOMER SUPPORT (STUDENT HOLIDAY JOB)**Aug. 2013 - Sept. 2013**

Lagos State Licensing Office Ojodu LCDA Lagos

- Reported back to the instructor and management to receive day-to-day tasks and responsibilities.
- Helped with administrative support, including managing incoming calls, coordinating files and sorting mail.
- Greeted incoming office guests, answered questions and directed individuals to desired locations to enhance team efficiency.
- Entered and updated customer information in the database.
- Contacted potential or existing customers to inform them about a product or service using scripts provided.
- Take and process orders in an accurate manner.

EDUCATION:**➤ Lagos State Model College Kankon Badagry****Sept. 2005 – July. 2011**

Senior Secondary Certificate Examination 2011

➤ OLABISI ONABANJO UNIVERSITY Ago-Iwoye Ogun State**Sept. 2014 - Oct. 2018**

B.Sc Computer Science/Mathematics.

- Awarded Most Reserved Student 2018.

TRAINING AND CERTIFICATIONS:**➤ Udemy Academy****2023**

Adobe Photoshop Photo Editing

➤ Udemy Academy**2022**

Ultimate Full Stack Web Development Bootcamp

➤ Udemy Academy**2020**

Django Full Stack Web Development

➤ Gene Prints**2015**

Graphics Design

REFEREES:

Available on request.