

# OLAKU TEMITOPE

Ebute Metta Lagos | [olakutope4@gmail.com](mailto:olakutope4@gmail.com) | 08091527512

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## PROFILE

Reliable Employee & Engagement Officer with energetic and quality knowledge in graphics design. I've gotten experience with all the usual operations necessary for modern graphic design. I believe that high-quality designs can help develop a brand's identity across the globe. I am passionate about providing the greatest level of designs and I perceive myself to be presentable and meticulous in record keeping and communicating with the users.

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## WORK HISTORY

### Finesse Concepts, Lagos

May 2022 – Present

#### Freelance Web developer

- Experience in web development.
- Developed responsive websites using HTML, CSS, and JavaScript.
- Enhanced user experience and accomplish webpage objectives by creating site structure, navigation, page optimization, and graphics integration.
- Source Code Management tools: GitHub.

### Yaba Local Council Development Area, Lagos State Nigeria, NYSC 2023

March 2022 – March

#### Engineering Department (Mechanical Workshop, Welding and Fabrication)

- Workshop management and equipment checks.
- Site inspection, road construction, street light, traffic light renovations.

### Finesse Concepts, Lagos

Nov. 2021 – Present

#### Freelance Graphics Designer

- Developing designs, concepts and layout for brands.
- Learning the skills of a product designer.
- Fliers, logo designs, illustration, etc for brands and organisations.

### Luxurylifestyleng, Lagos

July 2019 – Present

#### Manager

- Customer relation which includes receiving orders, briefing and advising them with regards to design and fabrics to be used for them.
- Received 97% satisfaction rating from customers after completed phone or video calls.
- Kept records of customer interactions, processed customer accounts and filed documents.
- Collaborated with the team to quickly resolve customer complaints with the appropriate action.
- Making sure the daily activities of the factory availability of fabrics and quality control process before each delivery is made

### Nigeria Railway Corporation, Lagos

June 2018 –

Dec. 2018

#### Engineering Intern (Mechanical Workshop, Welding and Fabrication)

- Quality control and train management at the running shed.
- Machine work on a train engine part with the centre lathe machine and threading of bolt and nut component.
- Welding and fabrication of torn and accidental parts of a train component and other metal components.

### Supobond Bespoke, Lagos

Dec. 2015 – Present

## Manager

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- Kept records of customer interactions, processed customer accounts and filed documents.
- Collaborated with the team to quickly resolve customer complaints with the appropriate action.
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## EDUCATION

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**B.sc, Metallurgical and Materials Engineering**

University of Lagos

**2021**

(2015 – 2021)

## CERTIFICATION/TRAINING

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**Coursera - Programming with JavaScript**

**Nov 2022**

**Coursera - Introduction to Front-End Development**

**Sep 2022**

**Jobberman Soft Skills Training Certification**

**Nov 2021**

## VOLUNTEER EXPERIENCE

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**Plungesmile - Non-Profit Organization**

**Nov. 2021 - PRESENT**

- Volunteer aid for distribution of basic needs to the children at Modupe-cole Lagos.

## SKILLS AND INTERESTS

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- **Project Management**
- Excellent organisational skills
- Highly Proficient in Computer applications; (Adobe Photoshop, Adobe illustrator, Visual studio code, MS: Word, PowerPoint, Excel and Google Apps)
- **Good Problem-Solving Skills**
- Stakeholder Management
- **Strength:** Data Analysis, Programme Implementation, Training and Facilitation
- **Interest:** Education, Employability, Youth Transition and Research

## REFEREES

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Available on request