



Solomon Okoye

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📍 Location: Satellite Town Lagos

About Me

I am looking to obtain a position in a vibrant and growing organization that uses my experience as Admin and skills in presentation and analysis. My objective is to utilize my experience to advance the goals of the organization and to continue developing my skills.

Summary

- 3 years of experience as Admin
- Advanced skills in Data Entry
- Available to work immediately
- Current salary ₦110,000

Job History

Admin

📅 3 years of experience

Responsibilities:

- Assisted in managing administrative duties such as scheduling appointments and meetings, organizing files, and preparing reports.
- Provided support in recruiting, onboarding, and training new employees.
- Managed office inventory and maintained supplies, equipment, and facilities.

Achievements:

- Successfully implemented a new filing system that improved document organization and retrieval for the entire office.
- Streamlined the onboarding process for new employees, resulting in a 20% reduction in the time it takes to get them up to speed.

Web Developer

📅 3 years of experience

Responsibilities:

- Developed and maintained responsive websites using HTML, CSS, and JavaScript
- Collaborated with cross-functional teams such as designers, project managers, and back-end developers
- Debugged, tested, and optimized website performance on various browsers and devices

Achievements:

- Created and implemented a new front-end framework that increased website loading speed by 30%
- Improved user experience by implementing a new design for the checkout process resulting in a 20% increase in conversions

Education / Certificate

Latest Education: **Bachelor's Degree**

Experience Summary



Skills

- Data Entry : Advanced
- Typing : Intermediate