

OLAYINKA OGUNDEJI

Ondo State, Nigeria | +2349168710743

godwealtholayinka@gmail.com | LinkedIn ID: [Ogundeji Olayinka](#)

SUMMARY

Highly motivated and results oriented Virtual Assistant with a background as a Medical Laboratory Scientist. Proven ability to manage multiple projects, communicate effectively with diverse audiences, and exceed expectations in fast paced environments. Passionate about contributing to a dynamic and collaborative team while leveraging healthcare knowledge and technical skills to drive successful project outcomes.

WORK EXPERIENCE

Excelerate

June 2024- July 2024

Project Manager Intern

- Provided comprehensive administrative support as the team lead.
- Managed calendars, scheduled meetings, and enhanced organization and time management skills.
- Assist in creating a comprehensive project plan for the global event
- Conducted in-depth research and prepared detailed reports.
- Utilized project management tools to track tasks and deadlines.
- Communicated effectively with clients and team members via email, phone, and video conferencing.

Standard Global Consult

July2024 - January2025

Marketer/Agent

- Collaborated with other teams to execute marketing campaigns across various channels.
- Implement new marketing strategies to increase brand awareness and generate leads.

EDUCATION

Alx Program

September 2024 - October 2024

Virtual Assistance Certification.

Ambrose Alli University Ekpoma, Edo State

2018- 2024

Bachelor in Medical Laboratory Science (BMLS).

VOLUNTEER ACTIVITIES

TEDx AAUEkpoma
Content Team Lead

- Generate high-quality presentations and impacting contents.

June 2024 - Present

TEDx AAUEkpoma`
Student Volunteer

- Assisted with event registration, ensuring seamless entry for attendees.
- Provided exceptional customer service, addressing attendees inquiries and resolving issues promptly.

September 2023 - Present

Medics Manoeuvres
Creative Team Lead

- Collaborated with the team of creatives in developing engaging educational materials for students.
- Promote health awareness and education.
- Collaborated with the organization's team to achieve their goals and mission.
- Manage social media accounts for the community group.

June 2022- Present

SKILLS

Computer Proficiency	Time Management	Excellent Communication	Project Management
----------------------	-----------------	-------------------------	--------------------

Technical Skills:

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Google Workspace (Gmail, Docs, Sheets, Slides)
- Project management tools (Asana, Trello)
- Communication tools (Zoom, Skype, Slack)
- Data entry and analysis software

Soft Skills:

- Excellent communication (written and verbal)
- Strong organizational and time management skills
- Attention to detail
- Interpersonal skills and cultural sensitivity
- Problem-solving and critical thinking
- Adaptability and flexibility
- Customer service orientation

INTERESTS

Volunteering	Travel	Creating Contents
--------------	--------	-------------------

LANGUAGES

Yoruba - Native	English - Fluent
-----------------	------------------