**OLAYINKA OGUNDEJI**

Ondo State, Nigeria | +2349168710743

godwealtholayinka@gmail.com | LinkedIn ID: [Ogundeji Olayinka](http://www.linkedin.com/in/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 June 2024 - Present**

**Content Team Lead**

* Generate high-quality presentations and impacting contents.

**TEDx AAUEkpoma` September 2023 - Present**

**Student Volunteer**

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

**Medics Manoeuvres June 2022- Present**

**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.

**SKILLS**

| Computer Proficiency | Time Management | Excellent Communication | Project Management |
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**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 |
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**LANGUAGES**

| Yoruba - Native | English - Fluent |  |
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