Oluwabunmi Akapo

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PROFILE SUMMARY

Aspiring tech professional with a strong interest in programming and experience in front-end development. Skilled in HTML, CSS, JavaScript, Python, and C. Detail-oriented, passionate, and eager to learn new technologies to develop my skills further. Strong problem-solving and analytical skills, with a keen ability to learn quickly and adapt to new environments. A team player with good communication skills and a desire to collaborate with others to achieve common goals.

AREA OF EXPERTISE – DEMONSTRATED SKILLS

Front-end Development: Proficient in HTML, CSS, and JavaScript with experience in creating responsive and user-friendly web designs.

Programming: Experience with C, Python and Shell scripting, with a strong understanding of data structures and algorithms.

Debugging and troubleshooting: Experience in identifying and resolving technical issues effectively

Linux: Knowledge of Linux operating system and experience with various Linux distributions such as Ubuntu.

Version control: Knowledge of version control systems, including Git and SVN with proficiency in branching, merging, and resolving conflicts. Experience utilising Github for collaboration and project management, including pull requests and issue tracking.

PROJECT ACCOMPLISHMENTS

I worked on the following real-world projects while studying software engineer at ALX and frontend development at Zuri

- I created my own portfolio using HTML, CSS and JavaScript
- Worked with a team to design and develop a debtor site. I developed the "About Us" page following the UI design and was also responsible for using pythonanywhere to deploy the live site.

INTERPERSONAL SKILL

Project management: Experience with project planning, execution, monitoring, controlling, and closing. I was part of the project management team for the Zuri project, where I was responsible for leading the design, development, deployment, and hosting of the website. I have experience using project management tools such as Slack, Trello, Jira, and Google Docs, to coordinate and collaborate with teammates.

Analytical Skill: I have the ability to think critically and creatively to find solutions to problems. I take my time to identify and troubleshoot technical issues and profer solutions

CERTIFICATION

- **Fullstack Frontend Development with python | Zuri Training -** October 2022 - December 2022
- **Social Media Marketing and Advertising | Digital Marketing Skill Institute -** June 2022 - July 2022
- **Software Engineering | ALX** - on going
- **Introduction to Frontend Development | Meta** - on going

WORK EXPERIENCE

November 2022, Customer Relations Manager and Junior Project Manager, Websitechic Digital Agency
- Handling customer inquiries, reviewing and analysing customer complaints and proactively participating in the development and implementation of new marketing plans and strategies
- Drafting and sending out project plans to potential clients
- Negotiate and manage agreements with potential clients
- Writing landing page materials, sales copies, blogs short stories and social

August 2022-October 2022, Digital Marketing Intern, Websitechic Digital Agency
- Create sales copy to be used on landing pages and email marketing.
- Email sequence automation using convertkit
- Managing an online school community.
- Signing up students for online school using WordPress.

August 2020-April 2022, Executive Assistant to the CEO, Strongrock Solutions
- Ensured the CEO's efficiency by organising all his meeting requests, emails, calendars, and travel arrangements.
- Conducted ample research to produce briefing materials, documents and presentations before every executive-level meeting.
- Managed the CEO's corporate expenses and reduced spending by 35%
- Served as a liaison to the board of directors and senior management teams. Restructured communication flow among departments and cut down paperwork by 55%
- Organised and coordinated executive outreach and external relations efforts thereby achieving 45% of the organisation's CSR.

September 2019-March 2020, Executive Assistant to the Managing Director, PWR
- Developed manuals and guidelines to ensure the smooth operation of the NGO.
- Collected and managed the database of resource material, program information, reports and all record of members using standard software application programs.
- Administered basic office activities like meeting schedules, communications, work plans, and staff assignments.

- Created and published weekly content for all social platforms.
- Wrote and sent out monthly newsletters to all members and subscribers.

EDUCATION

- October 2022 - still running, Zuri Training | Fullstack Frontend with Python
- June 2022 - July 2022, Digital Marketing Skill Institute | Social Media Marketing and Advertising
- October 2014 - December 2015, Nigerian Law School | Practice Certificate
- January 2010-June 2014, Babcock University | LLB (Hons)

INTEREST

- Reading
- Cooking
- Travelling
- Designing

REFEREES

Available on request