Olawale Samuel Badekale

21 Marlborough Road, Coventry, CV2 4EN

Phone: 07917 496667 | Email: Badekaleolawale@gmail.com

LinkedIn: linkedin.com/in/badekaleolawale | GitHub: github.com/cuthbertola

Professional Profile

IT Administrator Assistant with a strong administrative background and hands-on involvement in maintaining user systems and device configurations. Experienced in supporting IT operations, documenting setups, and assisting with basic network and user access tasks.

Key Skills

- Office 365 user management

- Basic network troubleshooting

- Device setup and maintenance

- Shared drive permissions

- Inventory tracking of devices

- Email configuration (Outlook)

- Documentation and SOP updates

- User onboarding support

Professional Experience

IT Admin Support Intern

Coventry University (2024)

- Assisted in new user onboarding: laptops, login credentials, initial setup.

- Helped maintain internal IT documentation and setup guides.

- Logged hardware issues and checked backups on assigned systems.

Admin Support with Tech Access

Ajayi Crowther School (2023 - 2024)

- Helped maintain the staff directory and grant/revoke digital access.

- Supported printer network troubleshooting and password resets.

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Education

MSc in Computer Science - Coventry University, UK (2025)

BSc in Computer Science - ESTG, Benin Republic (2021)

Certifications

- Proficient in Microsoft Office Suite

Availability

- Looking for: Full-time position in respective field

- Location: Coventry and surrounding areas

- Work status: Eligible to work in the UK