

IBILOYE TIMOTHY OLUWADAMILOLA

Administrative Assistant

Abuja, FCT
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Summary

Proactive Administrative Assistant with 2+ years of experience in roles involving email handling, reporting, documentation, data entry, and internal communications. Adept at using digital tools for progress tracking, newsletter writing, and task coordination. Committed to delivering organized, timely, and detail-driven administrative support

Work experience

Admin Support Staff

2023 - Present

Heartland Alliance LTD/GTE (HALG) Nigeria

- Drafted weekly and monthly program reports; supported process documentation for program activities.
- Communicated with field teams and external partners via email to ensure accurate data flow.
- Supported the preparation of expense tracking sheets and data logs for finance teams.

Teaching Assistant

2022 - 2023

Secondary Grammar School, Ibeno, Nigeria

- Assisted in developing academic newsletters, circulars, and student communication.
- Maintained administrative records, schedules, and supported examination documentation.

Data Enumerator

2022 - 2023

National Home-Grown School Feeding Programme

- Captured and uploaded biometric data, supporting digital record maintenance.
- Participated in the daily documentation of program implementation and internal briefings

Education

BSc, International Relations

2017 - 2021

LANDMARK UNIVERSITY Omu-Aran, Kwara

Key Skills

- Email & Calendar Management
- Invoicing Support & Reporting
- Documentation & Process Tracking
- Newsletter Writing & Internal Communication
- Time Management & Prioritization
- Remote Work Tools: Google Workspace, Zoom, Microsoft Teams, Microsoft Office, Mailchimp