

# OLADEJI OLUWASEUN

11, Lanre Shittu Close, Magodo Phase 2, Lagos State.

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## SUMMARY

Energetic and detail-oriented young professional seeking an opportunity to utilize my skills and expand my knowledge in a professional work environment. Three (3) years of hands-on experience in team leadership, customer relations, and administrative work. Known for the ability to communicate excellently at all levels and thrive in a fast-paced, deadline-driven environment

## EDUCATION

### **Ekiti State University**

Expected: 2020

*Bachelor of Arts and Education. CGPA; 4.2/5.0*

- Most reserved diplomat, 2019
- Most reserved member of Junior Chamber International, 2018/2019

## CORE COMPETENCES

- Strategic Planning
- Team player
- Proficient in Microsoft Office
- HTML[intermediate]
- Team Leadership
- Complaint Resolution
- Negotiations
- CSS[intermediate]
- Excellent Multitasking Ability
- Active Listening
- Excellent Communication Skill
- Time Management

## PROFESSIONAL EXPERIENCE

### **Heri-T Confectionaries and Decoration**

Jul 2020 – Oct 2020

*Intern*

- Gained the trust of management by training colleagues on best work practices
- Responded to, and resolved customers' complaints promptly.
- Provided assistance by responding to customer questions in an efficient manner.

### **Junior Chamber International, Ekiti State University Chapter**

Oct 2018 – Oct 2019.

*General Secretary*

- Made travel arrangements for domestic travel.
- Prepared meeting schedules and kept ensuring records.
- Organized and maintain a filing system for documents using Microsoft Office tools.

## VOLUNTEER EXPERIENCE

### **Deeper Life Fellowship, Ekiti State University**

Jan 2018 - Jan 2019

*Academic Director*

- Organized cost-free tutorials to improve the aptitude of freshmen on history and general Studies
- Trained and coached twenty students

## CERTIFICATIONS

Certificate of Graduate Internship Programme in international development	2020
Heri- T Confectionaries and Decoration	2020
Adeyemo Oluwanifemi Leadership Certificate	2020

## REFEREE

Uwagwu Samuel Oluwadamilare

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