



OLUWAYEMI OYINLOLA

VIRTUAL ASSISTANT



Organized, tech-savvy, and versatile professional with experience in Virtual Assistance, front-end development, and cybersecurity fundamentals. Skilled in managing tools, coordinating projects, and delivering efficient support while developing innovative digital solutions. Passionate about helping teams stay productive and achieve goals.

CONTACT

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SKILLS

| Expertise | Other |
|-----------------------|-----------------|
| Virtual Assistance | Leadership |
| Calendar Management | Teamwork |
| Email Management | Problem Solving |
| Client communication | Time management |
| Front end Development | Adaptability |
| Technical support | Fast Learning |
| Basic CYS Tools | |
| Python Scripting | |

CERTIFICATIONS

ALX Virtual Assistant Certificate
ALX AI Career Essentials
ALX Front-End Development Certificate

PORTFOLIO



EDUCATION

(2024-Present) Newdich Technology
Diploma in Cybersecurity
(2018-2023) Western Delta University
BSc Information Technology

EXPERIENCE

(2024 - 2025) Newdich Technology
Front-end Developer

- Built and maintained small-scale web projects, improving UI/UX
- Coordinated with team members to meet project deadlines efficiently

(2025 -Present) ZudoMart
Founder

- Managed workflow, team coordination, and content updates for a multi-feature startup platform combining marketplace, gigs, and live content
- Oversaw feature planning, task assignments, and communication among technical and non-technical team members

(2022-Present) Personal Projects

- Hangman Game: Interactive game built with JavaScript and modern CSS
- 3D Scientific Calculator: Created with HTML, CSS, JavaScript, Three.js and Math.js with advanced animations
- Front End Blogs: Designed and developed simple blog pages with clean layouts
- Python Automation Scripts: Several scripts for automation and testing