

Adelakun Adebola Temiloluwa

Dominion Planent, off Embassy Junction, FUTA South Gate

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## **OBJECTIVE**

Organized and detail-oriented professional with over 5 years of experience in administrative support, communication, and data entry. Proven track record in coordinating virtual meetings, managing schedules, and maintaining high data accuracy. Seeking a part-time virtual assistant position to leverage my skills and contribute to your team's success.

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## **EXPERIENCE**

Administrator, Communicator and Data Entry Specialist at,

Pastors' Seeds Family

October 2018 - November 2023

- Successfully coordinated over 30 virtual meetings with active participants.
- Reduced scheduling conflicts by 30% through improved calendar management.
- Trained and onboarded 5 new team members in administrative procedures.
- Maintained a 99% accuracy rate in data entry tasks over the years.
- Assisted in planning and executing 7 large-scale events, including conferences and workshops.

- Facilitated collaboration between departments by improving the coordination process, reducing project delays by 10%.

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## **SKILLS**

Attention to Detail, Clear Communication, Confidentiality, Problem-Solving, Adaptability, Organization and Multitasking

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## **TOOLS & SOFTWARE**

Google Workspace (Docs, Sheets, Calendar, Google Meet), Excel, Zoom, WhatsApp, Gmail

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## **EDUCATION**

**Ifo High School, Ifo, Ogun State, Nigeria** 2015  
Secondary School Leaving Certificate

**Federal University of Technology, Akure, Akure, Ondo State, Nigeria** In View  
Bachelor of Agriculture (B.Agric) in Animal Production and Health

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## **CERTIFICATION**

**Data Entry Specialist at Data Entry Academy** 2024