



Temitope Ayoola

✉ Email: needleworkskiddies@gmail.com

♀ Gender: Female

📍 Location: Lagos Lagos

☎ Phone Number: +2348064215155

🎂 Date of Birth: 1986-12-17

🇳🇬 Nationality: Nigerian

About Me

I am looking to secure a position in a dynamic and fast-paced organization that utilizes my experience as Admin, and skills in analysis and communication, and provides opportunities for growth and development.

Reason for Looking

Seeking a more challenging and fulfilling role

Summary

- 5+ years of experience as Agricultural Consultant
- 5+ years of experience as Educator
- 3 years of experience as Admin
- Available to work immediately
- Current salary ₦1
- Expected salary ₦1

Job History

Admin

📅 3 years of experience

Responsibilities:

- Managed and maintained office schedules, including meetings, appointments, and events.
- Assisted in the creation and distribution of office-wide communications, including memos and newsletters.
- Coordinated travel arrangements and event logistics for senior staff members.
- Maintained and organized office supplies, equipment, and files.

Achievements:

- Streamlined administrative tasks by implementing new organization and communication systems, resulting in a 15% increase in overall productivity.
- Implemented a new filing system for confidential client documents, reducing retrieval time by 30%.

Content Writer

📅 1 year of experience

Responsibilities:

- Wrote and edited original content for various online and offline channels
- Conducted research to inform content creation and ensure accuracy
- Collaborated with team members, including designers and marketers, to deliver consistent brand messaging

Achievements:

- Consistently met or exceeded content creation targets and deadlines
- Contributed to significant improvements in website traffic and engagement metrics through effective content strategy and execution

