**OLUWASEUN RAPHAEL BOLUWATIFE**

14, Segun Odutoye Street, Esuru, Ilese, Ijebu Ode, Ogun state.

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**PERSONAL STATEMENT**

I am a highly skilled detail-oriented and tech-savvy professional with 6+ years of experience across administrative, educational, research industry and customer service roles. Exceptional at managing multiple priorities, providing remote support, and maintaining efficient communication channels. Adept at utilizing various digital tools to streamline operations and enhance productivity.

**CORE COMPETENCIES**

* **Administrative Support:** Calendar management, email correspondence, document preparation
* **Digital Tools:** Microsoft Office Suite (Word, Excel, PowerPoint), social media management
* **Client Relations:** Remote communication, customer service excellence, professional correspondence
* **Project Management:** Task prioritization, deadline adherence, workflow optimization
* **Content Creation:** Graphic design (Corel Draw), social media content, basic editing.

**PROFESSIONAL EXPERIENCE**

**FATBIS REAL ESTATE LTD | Ogun State**  **August, 2023 - December, 2023**

**Secretary and Social Media Personnel**

* Manage comprehensive administrative functions including customer inquiries, appointment scheduling, and correspondence
* Coordinate and maintain executive calendars, ensuring optimal time management and prioritization
* Create and implement social media content strategies for Facebook and Instagram, increasing engagement by an amazing percentage
* Handle sensitive client information with absolute confidentiality and attention to detail
* Utilize Microsoft Office Suite to prepare professional documents, presentations, and spreadsheets

**The Crusaders Model College Ogun State.**  **June 2022 - July2023**

**Subject Teacher**

* Collaborated remotely with a team of 5 teachers to develop and implement educational projects
* Managed detailed student records and assessment data using digital tracking systems
* Created and maintained organized digital filing systems for curriculum resources and student work
* Developed time management strategies to meet multiple competing deadlines
* Communicated effectively with students and parents through various digital platforms

**Moriaka Comprehensive High School, Ogun State.**  **August 2018 – Feb. 2019**

**Chemistry Teacher (Teaching Practice).**

* Implemented effective organizational systems for classroom management
* Maintained accurate records and produced detailed reports on student progress
* Coordinated with departmental staff to ensure alignment of teaching objectives
* Created digital learning materials to enhance student engagement

**EDUCATION**

**B.Sc (Edu) Chemistry Education** Tai Solarin University of Education Ogun State. **2022**

**SSCE** Golden Gait Model College, Ogun state. **2017**

**First School Leaving Certificate** Covenant Model College, Ikoto, Ogun State **2011**

**CERTIFICATIONS**

Susan and Associates Apprenticeship Certificate **2019**

JayPee Research Institute **2020**

Ijebu Heritage Skills Training **2021**

**TECHNICAL SKILLS**

* **Microsoft Office Suite:** Word, Excel, PowerPoint (Advanced)
* **Communication Tools:** Zoom, Google Classroom
* **Graphic Design:** Corel Draw, Canva, Pixellab
* **Social Media Management:** Facebook, Instagram, Twitter (X), Linkedln

**LANGUAGES**

English (Fluent) Yoruba (Fluent)

**ADDITIONAL INFORMATION**

Available for remote work with flexible hours to accommodate various time zones.