



Adeleke Olasope

WEB DEVELOPER

Details

Surulere
Nigeria
08136623644
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Links

[My Portfolio](#)
[LinkedIn](#)
[Github](#)

Skills



Languages



Profile

Possesses strong foundation in HTML, CSS, and JavaScript, and a passion for creating intuitive and engaging user experiences. Detail-oriented, organized and meticulous employee. Works at fast pace to meet tight deadlines. Enthusiastic team player ready to contribute to company success.

Employment History

Media Manager, Praise Chorale, Lagos, Surulere

DECEMBER 2018 – JULY 2021

- Reviewed marketing materials and documents for brand accuracy and trending design. Cultivated strong corporate image and identity with clear branding.
- Developed and promoted corporate brand, images and identity to media and public.
- Developed content for press releases, websites and social media.
- Supervised online and offline ad campaigns, reporting on results.
- Managed company social media pages and increased social media presence, monitoring user engagement.

Executive Assistant, Phaseworks Consulting, Lagos

JANUARY 2017 – NOVEMBER 2018

- Provided administrative assistance, such as drafting and editing e-mails, memos and proposals and preparing communications on the executive's behalf
- Performed minor accounting duties while maintaining comprehensive and accurate records
- Organized meetings, including scheduling, sending reminders, and organizing catering when necessary
- Managed the executive's calendar, including making appointments and prioritizing the most sensitive matters

Education

Bachelor of Science: Civil Engineering , University of Ibadan, Ibadan

JUNE 2007 – OCTOBER 2012

Advanced Diploma in Software Engineering , Aptech Computer Education, Surulere

FEBRUARY 2022 – PRESENT

Interests

Music, Wildlife, Artificial Intelligence

References

References available upon request