

ADEDEJI TAIWO JOSHUA

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PROFESSIONAL SUMMARY

Detail-oriented Computer Science graduate with experience in front desk operations, facility management, guest services, digital marketing, content coordination, and administrative support. Skilled in handling guest inquiries, maintaining records, coordinating operational tasks, creating digital content, and communicating professionally with clients and colleagues. Comfortable working independently, solving routine problems, and using digital tools to support efficient daily operations.

CORE SKILLS

- Front Desk Operations and Guest Relations
- Facility and Daily Operations Coordination
- Administrative Support and Record-Keeping
- Written Communication and Customer Service
- Digital Marketing, Social Media, and Content Management
- Computer Systems Troubleshooting
- Team Coordination, Time Management, and Problem-Solving

WORK EXPERIENCE

Front Desk Officer / Facility Manager | IBI'S R1 HAVEN APARTMENT

Lagos, Nigeria • February 2026 – August 2026

- Handled guest inquiries and supported front desk and day-to-day facility operations.
- Maintained administrative records and prepared service notices and client updates.
- Coordinated maintenance requests and follow-up tasks to support smooth facility operations.
- Used digital tools, including Google Workspace, to organize information and coordinate tasks.

Manager / Supervisor | Fairway Apartments

Warri, Nigeria • 2024 – 2026

- Supervised daily operations, coordinated shift teams, and supported consistent guest service.
- Managed guest communications, booking records, and related administrative documentation.
- Organized operational information and supported timely updates to guests and team members.

Remote Virtual Assistant | Pragmar Integrated Technology Limited

Lagos, Nigeria • 2023 – 2024

- Supported web-based services and routine computer systems troubleshooting.
- Assisted with basic digital and technical support tasks as required.

Digital Marketer & Content Coordinator | Ivory Gate Venture

Lagos, Nigeria • 2021 – 2023

- Created, edited, and formatted content for company blogs, websites, and social media platforms.
- Managed social media communications and prepared responses for prospective clients.
- Coordinated content calendars with visual designers and external partners.

EDUCATION

B.Sc. in Computer Science — IRSBACCOM University, Cotonou, Benin Republic | 2020 – 2023

CERTIFICATIONS

- VTE Academy Certificate — Field of Skills and Dreams (FSD), 2023
- Electrical Installation Certification — Vocational Training, 2023

TECHNICAL SKILLS

- Graphic Design and Microsoft Office