

Anne Olayinka Adedoyin

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A determined and hardworking professional, I am committed to fostering teamwork, driving company growth, and continuously improving in my areas of specialization.

Professional Experience

Kirkendall Dwyer LLP (Centerville) **Data Entry Specialist/ Call Center**

06/22 - 06/25

I worked as an Application (Data Entry) Specialist and Call Center Customer Support.

- My role as an Application Specialist involves directly assisting disabled Americans in securing vital social benefits, complemented by my experience as a call center agent in providing comprehensive support and information.

Jubaili Agrotec Ltd **Executive Assistant/ Customer Service Officer**

08/21 - 05/22

I worked as an Executive Assistant to the Executive Director/ Board and as a Customer Service Officer.

- My dual role as a Personal Assistant to the Executive Director involved meticulously handling their schedule and coordinating all meetings, complemented by my experience as a Customer Service Officer where I resolved inquiries and ensured client satisfaction.

Sagerock And Associates **Paralegal and Customer Service Representative**

01/21 - 07/21

I worked as a Paralegal staff and a Customer Service Representative

- As a Customer Service Representative, I effectively resolved client inquiries and ensured satisfaction, while my role as a Legal Draftsman involved meticulously preparing legal documents for the company.

Coperate Affairs Commission (contract) **Customer Service Representative/ Accreditation Officer**

03/20 - 01/21

I worked as a Customer Service Representative and an Accreditation Officer for business owners

- In my dual role as a contract staff, I excelled as a Customer Service Representative, consistently resolving client issues, and simultaneously served as an Accreditation Officer, guiding business owners through the essential accreditation process.

C.U.Nweke Law Firm (internship) **Paralegal and Customer Service Representative**

06/19 - 03/20

I worked as a legal draftsman and a customer service representative

- My experience as a Customer Service Representative honed my communication and problem-solving skills, which I applied concurrently as a Legal Draftsman to meticulously prepare essential legal documentation for the company.

Education

Nigerian Law School
Law - Passed

04/19 - 09/20

- Called to the Nigerian Bar

Igbinedion University Okada
LLB - 2:1

09/14 - 04/19

- Bachelor's degree

Key Skills

- Team work
- Ms office
- Customer service
- Typing/drafting
- Research
- Communication
- Problem solving
- Data Entry

Achievements and Awards

- Valedictorian College of Law 2029

References

Chinonso Oparaugo - Team Lead, Kirkendall Dwyer LLP
08136567549 | Coparague@kirkendalldwyer.com

Abdul Mohammed - Application Manager, Kirkendall Dwyer LLP
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Adesewa Aishat - Customer Service Rep Team Lead, Sagerock and associates
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