

BOLUWATIFE OPEYEMI AKINLADE

Administrative Assistant | Virtual Assistant | Secretary | HR Support

 Ikorodu, Lagos State, Nigeria
 +234 814 837 9355
 akinladetife@gmail.com

PROFESSIONAL SUMMARY

Detail-oriented Political Science graduate with hands-on experience in administration, education and customer service. Skilled in office management, documentation, scheduling and client relations. Proven ability to support daily business operations through efficient record keeping, communication and organizational support. Seeking opportunities as an Administrative Assistant, Virtual Assistant, Receptionist, Personal Assistant, or HR Support Officer in a dynamic organization.

CORE SKILLS

- Office Administration & Records Management
 - Calendar & Schedule Coordination
 - Microsoft Office (Word, Excel, PowerPoint)
 - Data Entry & Documentation
 - Customer Service & Client Relations
 - Human Resources Support
 - Communication & Report Writing
 - Confidentiality & Information Handling
 - Problem Solving & Multitasking
 - Team Collaboration & Time Management
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PROFESSIONAL EXPERIENCE

Secretary

Kore's Auto Haven — Lagos

March 2025 – Present

- Managed administrative operations including correspondence, filing, and record keeping

for efficient workflow.

- Coordinated sales support and inventory documentation, improving order accuracy by 15%.
 - Handled customer inquiries and transactions, improving customer satisfaction and retention.
 - Organized schedules, receipts, and invoices, ensuring proper financial and operational tracking.
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Corper (Teacher)

Dream Catchers Academy — Ikorodu, Lagos

April 2024 – March 2025

- Taught History, Civic Education, Social Studies, and Security Education across multiple classes.
 - Developed lesson plans and assessments that improved student engagement and academic performance.
 - Coached students in public speaking, debate, and critical thinking activities.
 - Supported school events, assemblies, and competitions, strengthening student leadership skills.
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Phonics Teaching Assistant (Freelance)

Lagos | Sept 2017 – Jan 2018

- Assisted in delivering phonics lessons across multiple schools.
 - Prepared teaching materials and supported classroom management.
 - Helped improve early learners' reading and pronunciation skills.
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EDUCATION

Project Safety and Management Institute

Human Resources Management Professional Certificate

Jan 2025 – Mar 2025

Federal University Oye Ekiti

Bachelor of Science (B.Sc.) Political Science

Jan 2019 – Oct 2023

Copeland College

Senior Secondary School Certificate (SSCE)

2010 – 2016

REFERENCE

Ms. Seyi Oluyole

Executive Director, Dream Catchers Academy / Dream Nurture Initiative

 08185251889

 seyi@dreamcatchersacademy.org