

LEWIS TEMILOLUWA PATRICK

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SUMMARY

Dedicated and adaptable professional with a National Diploma in Estate Management and Valuation and hands-on experience in office administration, production management, and executive support. Proven ability to coordinate operations, supervise teams, and provide efficient administrative assistance in fast-paced environments. Recently trained in Web Development and Virtual Assistance, bringing a blend of operational experience and digital skills. Eager to contribute to organizational growth through professionalism, and a results-oriented work ethic.

WORK EXPERIENCE

Executive Assistant , Adron Homes and Properties 2021 – 2022

- Provided administrative and executive support to management.
- Managed schedules, appointments, and office correspondence.
- Coordinated meetings and ensured smooth office operations.
- Prepared reports and maintained company records.

Head Production, Bitemore Restaurant 2017 – 2020

- Supervised daily production activities and ensured timely service delivery.
- Coordinated production staff and assigned daily tasks.
- Maintained quality control and hygiene standards.
- Managed inventory and monitored production efficiency.

Office Assistant, The Apostolic Church Model College 2015 – 2017

- Handled office documentation and filing.
- Assisted with administrative duties and record keeping of staff and students.
- Supported day-to-day office operations.
- Received and directed parents, students, and visitors in professional and courteous manner.

EDUCATION

The Polytechnic, Ibadan 2015 – 2017
National Diploma (ND) in Estate Management and Valuation

CERTIFICATIONS

Web Development – SQI College of ICT 2025

Virtual Assistant Certification – Tech4Africans(TechCrush) 2026

KEY SKILLS

- Technical Skills – Microsoft Word, Microsoft Excel, PowerPoint, Google Workspace, Administrative Support, Executive Support, Virtual Assistance, Web Development (HTML, CSS, JavaScript, Node.js,)
- Soft Skills – Communication, Time Management, Teamwork, Problem Solving, Organization, Attention to Detail, Leadership, Adaptability.