

OWOEYE OLUWASHINA SAMUEL

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PROFESSIONAL SUMMARY

Computer Science graduate with hands-on administrative experience in high-volume document processing, records verification, and client-facing support. Built a track record processing and verifying 100+ student records and requests daily while maintaining strict accuracy and confidentiality, liaising directly with academic staff to resolve requests, and coordinating across departments to keep information flowing correctly between parties. Combines this with prior customer service experience handling 30+ client inquiries daily in a fast-paced environment. Brings strong MS Office proficiency, attention to detail, and comfort learning new systems quickly, suited to an entry-level role coordinating applications and liaising with institutions and clients.

WORK EXPERIENCE

Data Entry Officer (NYSC) — Transcript Section, Examinations and Records Division. 2026

Obafemi Awolowo University, Ile-Ife, Osun State

- Processed and verified 100+ student records and transcript/document requests daily, maintaining accuracy and consistency across a high-volume administrative workflow.
- Verified information against multiple source documents before processing, upholding strict confidentiality and data integrity in every request handled.
- Liaised directly with academic staff across departments to interpret requests, resolve discrepancies, and ensure requests were processed correctly and on time, functioning as the coordination point between requesters and the records office.
- Updated and maintained institutional records and directories on an ongoing basis, improving data accuracy and ease of retrieval for staff and students.

SIWES Industrial Intern — University Computer Resource Centre (UCRC). 2023

Bamidele Olumilua University of Education, Science & Technology, Ikere.

- Assisted users with day-to-day requests and computer-based tasks, streamlining coordination within the resource centre's daily operations.
- Produced staff and student identity cards, requiring accurate data entry and consistent attention to detail and quality control.

Data Entry and Administrative Officer — Customer Service. 2020

Kolly Bright Computer College, Ikere Ekiti, Ekiti State

- Handled 30+ client inquiries daily in a fast-paced, client-facing setting, providing accurate and professional responses on service processes and next steps.
- Guided clients through internet service setup, email configuration, and online application processes, ensuring they understood each step clearly.
- Managed document typing, formatting, printing, and organization of physical and digital files using Microsoft Word and Excel, keeping records audit-ready.
- Coordinated multiple concurrent client and administrative tasks while maintaining precision and a professional demeanour.

Hardware Technician. 2016

Kolly Bright Computer College, Ikere Ekiti, Ekiti State

- Diagnosed and repaired hardware faults on desktop and laptop systems to restore reliable performance for clients and the institution.
- Installed and configured operating systems, drivers, and software tools using diagnostic utilities to prepare machines for use.

LEADERSHIP AND COMMUNITY INVOLVEMENT

FOIA CDS Vice President — NYSC, Ife Central LGA.

2026

- Co-led civic engagement and public communication initiatives, regularly interfacing with community members, local government officials, and organisations to share information clearly and accurately.

NACOS Leader — EKSU Chapter.

2024

- Led a student technology association, coordinating events and managing communications to keep information flowing accurately between members and stakeholders.

Class Representative — Computer Science Dept., EKSU

2024

- Served for five years as the primary communication link between students and faculty, documenting concerns and relaying accurate information to both parties.

EDUCATION

B.Sc. (Hons) Computer Science — Second Class Upper Division.

2025

Ekiti State University (EKSU), Ado Ekiti, Ekiti State

SKILLS AND COMPETENCIES

Administrative & Document Processing: Application & Document Processing • Records Verification • Data Entry & Alphanumeric Accuracy • Confidentiality & Compliance • Records/Directory Maintenance

Client & Stakeholder Communication: Client-Facing Support • Query Resolution • Cross-Department & Institutional Liaison • Stakeholder Communication

Software: MS Word • MS Excel • MS PowerPoint • MS Outlook • Google Sheets • MS Windows

Soft Skills: Attention to Detail • Fast-Paced Environment Adaptability • Team Collaboration • Time Management • Independent Working

AWARDS AND HONOURS

- Best Class Representative — Computer Science Dept., EKSU, 2024
- Chief Wole Olanipekun Scholarship Award Scheme, 2011

REFEREES

Available upon request