

OLAYINKA PRAISE TEMILOLOUWA

Ibadan, Nigeria | 08165952081 | praiseolami22@gmail.com

PROFESSIONAL SUMMARY

Highly organized and dependable graduate of Plant Science and Biotechnology with hands-on experience in administrative support, agricultural operations, and customer interaction. Strong communication, organizational, and digital support skills with the ability to manage tasks independently and maintain professional relationships. Seeking a Virtual Assistant or Customer Support role where efficiency, reliability, and attention to detail are valued.

CORE SKILLS

- Virtual Assistance & Administrative Support
- Customer Support & Client Communication
- Email & Message Management
- Task Coordination & Time Management
- Social Media Assistance
- Microsoft Word & Digital Documentation
- Sales & Customer Engagement
- Attention to Detail & Team Collaboration

EDUCATION

Ekiti State University, Ado Ekiti

B.Sc. Plant Science and Biotechnology (Second Class Upper)

Dec 2019 - Jan 2025

PROFESSIONAL EXPERIENCE

Industrial Training (SIWES) – Ekiti State Ministry of Agriculture

Apr 2023 - Aug 2023

- Supported daily operational and documentation activities within the ministry.
- Learned agricultural production processes including palm oil and garri processing.
- Gained exposure to cocoa processing and market distribution systems.
- Developed organizational and process-management skills.

Farm Assistant – Federal College of Agriculture

Jul 2025 – May 2026

- Participated in organic farming operations involving tomatoes and vegetables.
- Worked collaboratively to maintain daily farm activities and production targets.
- Demonstrated consistency, discipline, and ability to work in structured environments.

CERTIFICATIONS

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| • Soft Skills Training – Jobberman | June 2025 |
| • Entrepreneurship and Small Business Training | June 2025 |
| • Workplace Readiness & Career Development Training – Jobberman | June 2025 |

ADDITIONAL STRENGTHS

- Professional communication skills
- Social media engagement and assistance
- Creative thinking and fashion design background
- Fast learner with adaptability to new systems and workflows

REFERENCES

Available on request