

Omolara Adebakin

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Professional Summary

Motivated and detail-oriented professional with strong communication, customer service, and digital support skills. Experienced in online gigs, affiliate marketing, and digital marketing with a proven ability to learn quickly, solve problems, and deliver quality work independently. Seeking remote opportunities where professionalism, reliability, and growth mindset are valued.

Target Roles

Customer Service Representative, Virtual Assistant, Social Media Manager, Data Entry Specialist, Typist / Transcriber, Online Chat Support Agent, English Tutor, Content Moderator, Administrative Assistant, Junior Tech Support / Beginner Software Engineering Intern.

Core Skills

Excellent Written & Verbal Communication; Fast Typing & Accurate Data Entry; Customer Support; Social Media Management; Online Research; Time Management; Problem Solving; Microsoft Word / Google Docs; Digital Marketing Basics; Team Collaboration; Adaptability.

Professional Experience

Freelance Online Support & Digital Assistant (Remote): Assisted clients with online tasks, research, administrative support, typing, communication, and deadline management. Digital Marketing / Affiliate Promotion Assistant: Promoted products through online channels and tracked engagement results.

Education

Bachelor's Degree - Software Engineering.

Languages

English (Fluent)

Strengths

Reliable and professional attitude; Strong work ethic; Quick learner; Calm under pressure; Positive customer experience focus.