

Olufemi Dare

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Work Experience

Freelance cum Ghost writer

Upwork - Online
February 2018 to Present

I am a prolific writer, a renowned freelance and ghost writer with major successes covering projects, speech writing, books, lyrics, poems, story telling -both real and fiction to mention a few for individuals, corporate bodies, organizations, politicians, different professionals, etc.

I am also an efficient typist. I handle both data entry and data processing. I can type about 150 words in one minutes.

I also copy write and also interpret from English to other languages such as Spanish and vice versa.

I am open for good communication before, during and after handling your job for ideal discussion on a very good job delivery.

I have the ability to deliver a perfect job before the stipulated time.

Principal

Utopia Comprehensive College - Lagos
July 2010 to September 2019

Saddled with the responsibilities of overseeing the general activities of the school, report writing, data analysis, online/social media advert, recruitment, students enrollment and data preservation, to mention a few.

Data Analyst

Praise Computer School - Lagos
January 2008 to June 2010

Saddled with the responsibilities of data collation, data entry and data analysis of all activities of the school. In addition, I was the supervisor in charge of students project work on data analyses,etc.

Education

University in Computer science

Ambrose Alli University - Edo
January 2003 to November 2007

O Level in Science Department

Anwar ul College - Lagos

September 1992 to July 1998

Skills

- Customer service
- Leadership
- Organizational skills
- Copywriting,
- Content writing
- Digital Marketing
- Social media marketing
- Technical writing
- Data entry and analysis
- UI/Ux Design