

# Olwooba Faith

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FCT, ABUJA

## Summary

Dynamic and versatile professional with experience at Healthcare Med Pharmacy, showcasing expertise in pharmacy operations and graphic design. Excelled in customer service, significantly enhancing client relationships, and proficient in Microsoft Office and design tools like Canva. Demonstrates strong organizational skills and the ability to thrive under pressure, delivering exceptional results across multiple disciplines.

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## Experience

### Pharmacy Assistant

Healthcare Med Pharmacy • FCT, ABUJA

01/2022 - Present

- Assisted pharmacists in preparing and dispensing medications.
- Maintained inventory and ensured proper storage of medications.
- Provided customer support and answered inquiries about prescriptions.
- Ensured the pharmacy adhered to safety and regulatory standards.

### Freelance Graphic Designer

Upwork • Remote

01/2022 - Present

- Created visually appealing designs for digital and print media.
- Worked with clients to understand and meet their design needs.
- Managed multiple projects and delivered on time.
- Skilled in using Canva and CorelDRAW.

### Freelance Typist

Upwork • Remote

01/2021 - Present

- Typed and formatted documents, including reports, letters, and contracts.
- Provided accurate and timely transcription services.
- Ensured all documents met professional and client-specific standards.

### Secretary

Civok Construction Company • FCT, Abuja

01/2023 - 09/2024

- Coordinated office activities and operations.
- Managed project documentation and correspondence.
- Assisted in the preparation of reports and presentations.
- Maintained office supplies and equipment.

### Secretary

Company: Chwukudi Igwe Law Firm • FCT, Abuja

01/2021 - 05/2023

- Managed office communications, including phone calls and emails.
- Organized and maintained client files and legal documents.
- Scheduled appointments and meetings.
- Assisted with administrative tasks to ensure smooth office operations.

### Waitress

Rubian Restuarant • Tripoli, Libya

01/2017 - 11/2021

- Provided excellent customer service.
- Managed orders and ensured timely service.

• Assisted in maintaining cleanliness and orderliness in the dining area.

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## **Skills**

Strong organizational and multitasking abilities., Excellent written and verbal communication skills., Expertise in design tools (Canva, CorelDRAW)., Customer service and client relationship management., Knowledge of pharmacy operations and inventory management.

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## **Education**

O.A.U comprehensive high school • Ota, Ogun  
First Leaving Secondary School Certificate

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01/2016

## **References**

Available upon request