

DEBORAH OLAMIDE .A.

M.SC B.SC
Technical Writing | Academic Writing | Technology | Sales
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ABOUT ME

A personable, detail oriented, empathic management professional that is interested in writing roles, service-oriented personnel with a creative thought process that can bring thorough organization to the management of office and organizational procedures, processes and service through excellent 1st– 4th tier task prioritization method. Highly adaptable, impeccable management acumen, strong empathy & social skills, good time management with ability to identify customer needs, client requirements and positive projection of company's brand - image, products and services. Keen to make significant contribution in my work environment as a dependable and efficient employee being resourceful to the organization and affable towards my colleagues.

SKILL SET

- Technical Writing
- Academic Writing
- Content & Web Writing
- Research & Report
- Web Development
- Wireframing
- Testing & Debugging
- Front-end Frameworks
- Technical Operations
- Corporate Management
- Communications
- Microsoft Office Tool Suite

EDUCATION & CERTIFICATION

- University of Lagos Akoka Yaba: **M.sc – Microbiology**: 2012
- Olabisi Onabanjo University OOU Ago-Iwoye: **B.sc – Microbiology (Honors)**: 2007
- More Techies Bootcamp & Academy: **Technical Writing Course**: 2002
- Udemey Inc.: The Complete 2023 Web Development Bootcamp: In Progress

CAREER EXPERIENCES

- **Freelance Writer**: 2023 – Present
- ZEN VENTURES OGUN – RETAIL STORE: **Sales Manager**: 2012 – 2022
- DEEP LEARNING COLLEGE ILUPEJU LAGOS: **Educator**: 2008 - 2010
- ILUPEJU JUNIOR GRAMMAR SCHOOL LAGOS: **Educator & Peer Educator Trainer**: 2008 – 2009

ACHIEVEMENTS AND CORE OPERATIONS AS A FREELANCER

- Researching assigned topics by searching numerous books and websites.
- Drafting and producing academic papers, articles, and research proposals.
- Editing, proofreading and fixing documents professionally and timely.

ACHIEVEMENTS AND CORE OPERATIONS AT ZEN VENTURES

- Organized and documented inventory with accuracy and efficiency.
- Wrote documents for the organization in collaboration with subject matter experts.
- Prepared promotional materials for the store.
- Trained and mentored member staff, and documented daily sales observations and weekly sales meetings.
- Initiated and took down policies that ensure staff achieves set targets for the store resulting in an annual increase of sales turnover by 50% per year.

ACHIEVEMENTS AND CORE OPERATIONS AT DEEP LEARNING COLLEGE

- Wrote and developed a curriculum to meet developmental goals and instructional activities.
- Attended seminars and workshops to aid career advancement.
- Tutored 30 high school students in Food & Nutrition and Home Economics resulting in 20 of them receiving the highest possible grade
- Ensured students who applied to write qualifying exams obtained the grades necessary to be accepted

ACHIEVEMENTS AND CORE OPERATIONS AT ILUPEJU JUNIOR GRAMMAR SCHOOL

- Followed the National curriculum and provided creative lessons for 60 pupils.
- Wrote lesson plans, graded papers, managed the classrooms, and assigned and gave feedback to students and their parents.
- Delivered and documented presentations to students providing up-to-date safe sexual health information, contraceptive information, pregnancy prevention, STD/HIV awareness, and prevention.
- Taught healthy lifestyle choices and personal and social responsibility skills.

OTHER ACHIEVEMENTS AND OPERATIONS

- Articulate and eloquent communicator with ability to convey essential information with clarity and flexible team player who thrives in environments requiring ability to effectively prioritize and juggle concurrent project.
- Organized and analytical thinker with demonstrated talent for identifying, scrutinizing, improving and streamlining complex work process with a tenacious work ethic and ability to juggle multiple assignments at once to meet deadline.
- Excellent communication, customer relations, negotiating, teambuilding, problem-solving, organizing, influencing, leadership, interpersonal and impeccable verbal and written communication with spontaneous ability to become familiar with organization specific programs, goals and software
- Good command in computer, Microsoft office suite (word, presentation, excel) with ability to work well with a range of people both with or without supervision within and outside the organization.
- Ability to code in HTML, CSS, and Bootstrap.
- Self-motivated, enthusiastic, innovative and confident individual who
- Believe in high standards and quality.
- Well organized, quick to learn, good sense of humor.
- Possess a great desire for challenging work,
- Excellent communication skills and good interpersonal relation.
- A high sense of objectivity, independence, fairness, trust and confidence
- Administrative and managerial abilities including leadership skills.
- Organized and dependable candidate successful at managing multiple priorities with a positive attitude.
- Willingness to take on added responsibilities to meet team goals.

BIO-DATA

Sex: Female

Health Status: Fit

Nationality: Nigerian

Language Proficiency: English, Native Lingual

Location: Lagos | Nigeria

REFERENCE: AVAILABLE ON REQUEST

Github: <https://github.com/Debilami>

Medium: <https://deborahadekoya82.medium.com/>