Ojo A. OYEDEJI

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SUMMARY
Result-oriented individual with over 2 years of experience in maintenance and repairs of computer hardware with a high proficiency in Microsoft Office and graphics design packages who thrives well in a team and excels individually.

INSTITUTIONS ATTENDED WITH DATES

University of Ibadan	2018
Obafemi Awolowo University, Ile-Ife	2008

QUALIFICATIONS/CERTIFICATION OBTAINED

M.Sc. Computer Science	2021
Certificate of Merit, Jobberman Soft-Skills Training	2020
Google Fundamentals of Digital Marketing Certificate	2019
B.Sc. Computer Engineering	2015

WORK EXPERIENCE

❖ **Freelance Copywriter/SEO Content Writer (2018-Present)**
- Conducts in-depth research on industry-related topics in order to develop original content for clients.
- Produces well-written various types of content for publication online, ensuring all-round consistency
- Creates, edits and proofreads related content for multiple platforms, such as websites, email marketing, product descriptions, videos, social media and blogs
- Creates compelling headlines and body copy that will capture the attention of the target audience
- Organizes writing schedules to complete drafts of content or finished projects within deadlines
- Utilizes industry best practices and familiarity with client's vision and goals to inspire ideas and content
- Communicates, cooperates and collaborates with the marketing team for both innovative content ideas and feedback loops
- Follows an editorial calendar, collaborating with other members of the marketing team to ensure timely delivery of materials
- Uses search engine optimization (SEO) strategies in writing to maximize the online visibility and conversion rate of clients' websites in search results

❖ **Intern at Information Technology Unit, College of Medicine, University of Ibadan (2012-2013)**
- Learnt maintenance and repair of computer networks, hardware and software configuration.
- Kept the Unit's call log book and hardware stock inventory.
- Served as a junior facilitator in computer appreciation/proficiency seminars for staffers of the College.

❖ **Intern at Hardware Repairs and Software Management Unit, Nice Computers, Osogbo (2011-2012)**
- Learnt routine maintenance and repair of computer hardware and basic computer proficiency.

POSITIONS HELD WITH DATES
- Financial Secretary/Treasurer, Agro-allied Community Development Service (CDS) Unit, Ogun Waterside Local Government, Ogun State.   (2016-2017)
- Unit Manager, Maskon Ventures, University of Ilorin.   (2015-2016)
- Public Relations Officer, Nigerian Association of Computer Science Students (NACOSS), Obafemi Awolowo University, Ile-Ife.   (2013-2014)

KEY SKILLS AND ABILITIES
- Proven record of excellent writing demonstrated in a professional portfolio
- An impeccable grasp of the English language at a native level, with excellent grammar and spelling, including idioms and current trends in expressions
- Ability to work independently, with a hands-on attitude, with an unquenchable thirst for growth, learning, and improvement
- Ability to communicate complex concepts and data through the written word
- Ability to work on multiple projects with different objectives simultaneously
- Strict adherence to style guides and policies for publication
- Good time management skills, including prioritizing, scheduling, and adapting as necessary
- Proficiency in digital, especially writing programs such as Google Docs and Microsoft Word, as well as others such as Trello, Slack and/or Gmail
- IT-savvy, committed, energetic self-starter and diligent team player who is always ready to learn to improve efficiency and proficiency at the workplace.
- Displays strong interpersonal skills, through the ability to gain the trust and respect of others, being sensitive to people's needs and feelings, and enjoying the building and bonding of teams.

HOBBIES: Writing, Volunteering, Graphics Designing and Touring.