

OLORUNMO SUCCESS ITUNU

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OBJECTIVE

Dedicated, experienced, friendly and organized secretary with 4 years of experience providing administrative support to senior-level executives, seeking a challenging role that utilizes my expertise in calendar management, travel coordination, and documents preparation.

EDUCATION

Ekiti state University <i>Bachelor of Art in Education</i>	<i>Ekiti State</i> 2018 - 2024
Lagos state model college Secondary school certificate	<i>Lagos State</i> 2010 - 2017

SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint)
- Google Suite (Docs, Sheets, Slides, Gmail)
- Email management and organization
- Data management and analysis software (Excel, Access)
- Discretion and confidentiality
- Flexibility and adaptability
- Teamwork and collaboration
- Leadership and initiative
- Continuous learning and professional development

EXPERIENCE

Mummy Success Shoes and Bags Manager	Ikotun Lagos 2017 - 2020
- Managed confidential records and financial data - Maintained sensitive information with discretion - Provided administrative support	
Living Spring HQ Secretary (P.A)	Ekiti State 2020 – 2024
- Schedule appointment - Prepare document - Meeting coordination - File management	
St Ferdinand Grammar Teacher	Oyo State 2024 – 2025
- Manage a diverse group of students in various topics - Contributing insight and ideas for improved teaching - Maintained accurate and UpToDate files	

INTEREST

Singing

Writing

Public speaking

Photography

REFERENCES

Available on request