Titilope Omokehinde Joshua

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Dear Hiring Manager,

APPLICATION FOR EMPLOYMENT

I am writing to express my interest in opportunities within your organisation. I am a hardworking, adaptable, and results-oriented individual with strong communication, organisational, and interpersonal skills. I am eager to contribute my knowledge and abilities while continuously learning and developing professionally.

I am capable of working independently and collaboratively, and I approach every responsibility with dedication, professionalism, and attention to detail. I would welcome the opportunity to contribute meaningfully to your organisation and grow within a professional environment.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and qualifications can contribute to your organisation.

Yours sincerely,
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Objective

Motivated, hardworking, and detail-oriented professional seeking a challenging position in a reputable organization where I can apply my skills, contribute to organizational growth, and continuously develop my professional abilities. Committed to delivering excellent results, learning new skills, and adding value through dedication, teamwork, and a strong work ethic.

Experience

- **Freelance Editor** 10/02/2024 - 15/12/2024
  Independent Client (LinkedIn)
  • Edited and proofread documents for grammar, clarity, punctuation, and consistency.

  • Improved the readability and professionalism of written content.

  • Ensured documents aligned with the client's tone and objectives.

  • Delivered high-quality work within agreed deadlines.

- **Pio Virtual Administrative Services** 12/08/2021 - 30/08/2023
  Email Manager / Virtual Administrative Assistant
  • Managed business email correspondence and responded professionally to customer and client inquiries.

  • Scheduled meetings and coordinated appointments for efficient workflow.

  • Prioritized communications and maintained organized email records.

  • Contributed to improved customer communication and day-to-day operational efficiency.

- **Developing Clinical Foundation** 10/03/2020 - 20/12/2021
  Content Writer
  • Created engaging healthcare content to educate audiences and promote the foundation's services.

  • Conducted research to produce accurate and informative content.

  • Strengthened the foundation's online presence through consistent, audience-focused content.

  • Supported brand awareness and audience engagement through compelling storytelling.

Education

- **University of Ibadan** 2024
  B.A English

Skills

- Customer Relationship Management
- Agile Project Management
- Team Coordination and Leadership
- Communication and Interpersonal Skills
- Time Management
- Problem-Solving
- Project Planning and Scheduling
- Report Writing and Documentation
- Attention to Details
- Customer Service.

Projects

- **Business Website Development And Delivery Project**
  Coordinated a cross-functional team of four members to design and develop a business website.

  Applied Agile project management principles to plan, prioritize, and track project tasks.

  Facilitated weekly team meetings, monitored progress, and addressed project challenges.

  Managed project timelines and ensured deliverables were completed on schedule.

  Successfully delivered the website within the agreed deadline and project scope.

Interests

- Reading books on personal and professional development.
- Learning new technologies and digital skills.
- Volunteering and community service activities.
- Team sports and fitness activities.
- Research and continuous learning.
- Networking and attending professional events.

Languages

- • English • Yoruba
- Read - English Write - English

Personal Details

- Nationality : Nigeria
- Religion : Christianity
- Gender : Female