JANET OLAJUMOKE ADEGBEYENI

Administrative Assistant

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PROFESSIONAL SUMMARY

Experienced Administrative Assistant with a proven track record of providing high-level administrative support, streamlining office management, and ensuring smooth day-to-day operations. Skilled in managing schedules, handling correspondence, and maintaining organized filing systems, while delivering exceptional customer service in receptionist roles. Adept at multitasking, problem-solving, and communicating effectively, creating a welcoming and efficient environment for staff and clients alike. Brings additional experience in teaching, with strong classroom management, student support, and educational resource organization, ensuring excellence in both administrative and academic settings.

SKILLS

- Time management
- Organizational skills
- Multitasking
- Communication skills
- Customer service
- Scheduling and calendar management
- Data entry
- Microsoft Office proficiency
- Filing and document management
- Email correspondence
- Telephone etiquette
- Problem-solving
- Attention to detail
- Meeting coordination
- Record keeping
- Report generation
- Team collaboration
- Classroom management
- Student support
- Adaptability

WORK EXPERIENCE

Business Consultant

January 2026 – Present

Empowered Consumerism | Nigeria

- Build and expand strategic business networks on behalf of Empowered Consumerism, connecting entrepreneurs with partners, resources, and opportunities for sustainable growth.
- Advise individuals and business owners on alternative, non-debt funding models for launching new ventures, sustaining existing businesses, or financing specific projects — without loans, collateral requirements, or repayment obligations.
- Educate clients on the structure and benefits of equity-free capital access, enabling informed decisions that protect personal and business assets.
- Guide prospective clients through the funding process from initial consultation to project launch, ensuring clarity, transparency, and alignment with their business goals.
- Cultivate long-term relationships with clients and partners, reinforcing trust and credibility within the business network.

Administrative Assistant

June 2019 – Present

Kebwan Nigeria Limited | Nigeria

- Managed daily administrative operations, including filing, data entry, scheduling meetings, and overseeing office supplies, to maintain a well-organized and efficient workplace.
- Served as the primary point of contact for internal and external communications, including answering phone calls, responding to emails, and handling correspondence, ensuring timely and professional responses.
- Organized and maintained digital and physical filing systems, ensuring all company records were up to date, easily accessible, and securely stored in compliance with company policies.

- Implemented time-management tools for administrative tasks, increasing team productivity by 15% and ensuring deadlines were consistently met.
- Supported the onboarding of over 20 new hires, ensuring all necessary paperwork and orientation sessions were completed within 24 hours of hiring.

Sales Consultant
November 2018 – December 2018

Carphone Warehouse | Preston, England

- Greeted and partnered with customers to identify suitable products and services, using a consultative approach to assess their needs and provide tailored recommendations.
- Maintained up-to-date knowledge of the latest mobile devices, plans, and accessories, offering expert advice and detailed comparisons to customers.
- Delivered outstanding customer service by handling queries, complaints, and after-sales support, ensuring customer satisfaction and fostering long-term relationships.
- Consistently surpassed monthly sales targets by an average of 20%, contributing to the store's overall revenue growth.
- Helped increase store footfall by 8% through proactive customer engagement and promotion of in-store events and offers.

Sales Assistant
July 2018 – August 2018

Arete22 | Greater Manchester, England

- Delivered exceptional customer service by understanding client needs, offering tailored product recommendations, and resolving inquiries or complaints promptly to ensure satisfaction.
- Supported the sales team in identifying sales opportunities, managing customer accounts, and maintaining client relationships, contributing to short- and long-term business growth.
- Performed a variety of administrative tasks, including data entry, updating customer databases, and managing inventory levels, ensuring smooth and efficient operations.
- Achieved 120% of monthly sales targets for 8 consecutive months, resulting in an overall $50,000 increase in company revenue.
- Helped open new market segments, contributing to a 15% increase in sales from previously untapped customer bases and generating an additional £30,000 in revenue.

Sales and Marketing Representative
June 2018 – July 2018

Citipeak Events & Promotions Ltd. | Greater Manchester, England

- Proactively sourced new business opportunities through cold calling, networking, and industry events, resulting in a steady pipeline of qualified leads.
- Delivered compelling sales pitches and presentations to prospective clients, effectively communicating the value of products and services.
- Prepared and submitted detailed sales reports to management, providing insight into performance and identifying areas for improvement.
- Contributed to a 35% increase in attendance at promotional events by driving targeted marketing initiatives, resulting in higher sales leads and market visibility.
- Reduced the sales cycle by 10 days by introducing a streamlined lead-qualification process, increasing team productivity and closing rate.

Teacher
February 2015 – October 2015

Community Middle School II, Ife | Ife, Osun State

- Developed and implemented comprehensive lesson plans aligned with national education standards, ensuring subject material was delivered effectively.
- Maintained a structured and disciplined classroom environment, fostering a culture of respect and learning while managing class sizes of up to 30 students.
- Designed and administered regular tests, quizzes, and assignments to monitor student progress, providing timely feedback to support academic development.

- Improved parental participation in parent-teacher meetings by 25%, fostering stronger home-school communication and more collaborative approaches to student learning.
- Contributed to a 15% reduction in the school's student dropout rate by introducing student mentoring programs and enhanced academic support systems.

EDUCATION

Master of Science in Criminal Investigation
University of Central Lancashire, Lancashire, England | December 2018

Pre-Master's Programme
ONCAMPUS UK North, Lancashire, England | June 2017

Bachelor of Arts in Philosophy
Obafemi Awolowo University, Ile-Ife, Osun State | March 2013

PROFESSIONAL HIGHLIGHTS

- Proficient in Microsoft Office Suite (Word, PowerPoint) and accounting software packages.
- Keen attention to detail, with a strong ability to identify and correct errors.
- Excellent time-management skills, with the ability to prioritize multiple tasks and responsibilities while meeting deadlines.
- Effective communication skills.
- Social media marketing.
- Market research.
- Efficient and resourceful team player.
- Ability to multitask and deliver on schedule.
- Customer acquisition.