OLAKUNLE IFEOLUWA ANGEL

Customer Service & Administrative Support

Korede1928@gmail.com | 09022430519 | Nigeria

PROFILE

Linguistics and Communication graduate with experience in customer relations, sales, radio production, teaching, and daily business operations. Strong communication, organisational, interpersonal, and problem-solving skills, with the ability to handle enquiries, maintain records, support administrative tasks, and interact professionally with customers and colleagues. Eager to contribute to an organisation's customer service and administrative operations.

EXPERIENCE

Business Owner / Sales Representative, Korey's_Fragrance — November 2023 - Present

Self-Employed

- Manage daily business operations, product sales, and customer relationships.
- Respond to customer enquiries, recommended products, process orders, and followed up with prospective buyers.
- Manage product inventory, restocking, and supplier relationships.
- Promote products and support business growth through marketing activities.

Radio / Media Intern, Jordan 105.5FM — September 2025 - November 2025

Lagos, Nigeria

- Assisted with radio programme production, presentation and coordination.
- Supported programme scheduling and song cueing during broadcasts.
- Recorded a brand jingle and participated in voice and pronunciation practice.

Teaching Intern, Borngreat College — September 2024 - December 2024

Ogun, Nigeria

- Assisted with classroom teaching, lesson delivery, and classroom management.
- Supported students with learning activities and assignments, encouraging engagement.
- Helped maintain student engagement and an organised learning environment.

Radio/Media Intern, Eko 89.7FM — September 2023 - November 2023

Lagos, Nigeria

- Delivered live on-air programme presentations.
- Conducted interviews and vox pops to gather public opinions and perspectives.
- Edited pre-recorded advertisements for integration into radio programmes.

EDUCATION

B.A. Linguistics and Communication, Osun State University — 2022 - 2026

SKILLS

Customer Service and Interpersonal Skills · Written and Verbal Communication · Sales and Marketing · Administrative and Operational Skills · Public Speaking and Presentation · Front Desk and Visitor Support · Organisation and Time Management · Teamwork and Collaboration

REFERENCES

Available on request