

AOGO TEMIDAYO

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PROFESSIONAL SUMMARY

Enthusiastic Translator and eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of the job and Task and training in the field . Motivated to learn, grow and excel in the industry .

SKILLS

Basic knowledge of Microsoft office (word, excel ,power point)
Top notch writing and oral skills
A good Translator
Social media proficiency

Critical thinking skills
Social media knowledge
Strong entrepreneurial skills, exceptional sales and marketing skills

WORK HISTORY

Translator • *Peace And Love Enterprise*
Ibadan , Oyo State Nigeria • January 2018 to February 2020

- Handled all calls and address customer inquiries and concerns.
- Drove operational improvements which resulted in savings and improved profit margins.
- Monitored social media and online sources for industry trends.
- Managed quality assurance program, including on-site evaluations, internal audits and customer surveys.
- Maintained excellent attendance record, consistently arriving to work on time.
- Resolved conflicts and negotiated mutually beneficial agreements between parties.
- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
- Provided cultural input to speakers to help parties who did not speak similar languages communicate with and understand one another.
- Attended training programs to improve professional knowledge and interpretation skills.
- Consulted specialized dictionaries, thesauruses and reference books to identify closest equivalents for nuanced terminology, words and phrases.

EDUCATION

B-Tech - Biochemistry • *Ladoke Akintola University Of Technology*
Ogbomosho, Oyo State Nigeria • September 2018