



# OLUWAYEMI OYINLOLA

## VIRTUAL ASSISTANT

Organized, tech-savvy, and versatile professional with experience in Virtual Assistance, front-end development, and cybersecurity fundamentals. Skilled in managing tools, coordinating projects, and delivering efficient support while developing innovative digital solutions. Passionate about helping teams stay productive and achieve goals.

### CONTACT

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### SKILLS

#### Expertise

Virtual Assistance  
Calendar Management  
Email Management  
Client communication  
Front end Development  
Technical support  
Basic CYS Tools  
Python Scripting

#### Other

Leadership  
Teamwork  
Problem Solving  
Time management  
Adaptability  
Fast Learning

### CERTIFICATIONS

ALX Virtual Assistant Certificate  
ALX AI Career Essentials  
ALX Front-End Development Certificate

### PORTFOLIO



### EDUCATION

(2024-Present) Newdich Technology  
**Diploma in Cybersecurity**  
(2018-2023) Western Delta University  
**BSc Information Technology**

### EXPERIENCE

(20024 - 2025) Newdich Technology

#### Front-end Developer

- Built and maintained small-scale web projects, improving UI/UX
- Coordinated with team members to meet project deadlines efficiently

(2025 -Present) ZudoMart

#### Founder

- Managed workflow, team coordination, and content updates for a multi-feature startup platform combining marketplace, gigs, and live content
- Oversaw feature planning, task assignments, and communication among technical and non-technical team members

(2022-Present) Personal Projects

- Hangman Game: Interactive game built with JavaScript and modern CSS
- 3D Scientific Calculator: Created with HTML, CSS, JavaScript, Three.js and Math.js with advanced animations
- Front End Blogs: Designed and developed simple blog pages with clean layouts
- Python Automation Scripts: Several scripts for automation and testing