

Temilayo Aiyeyemi

aduratemi100@gmail.com | [linkedin.com/in/temilayo-aiyeyemi-a70750265](https://www.linkedin.com/in/temilayo-aiyeyemi-a70750265) | +234 803 641 5052

ADMINISTRATIVE & BUSINESS SUPPORT PROFESSIONAL

Detail-oriented business professional pursuing an Applied Business Management degree, with experience in administrative support, career coaching, data entry, and bookkeeping. Skilled in data management, Excel, Google Workspace, customer service, and QuickBooks Online. Known for accuracy, organization, communication, and efficient support in fast-paced environments.

SKILLS

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|-------------------------------------|----------------------------------|
| • Administrative & Business Support | Data Entry & Record Management |
| • Microsoft Excel & Google Sheets | Google Workspace |
| • QuickBooks Online | Customer Service & Communication |
| • Organization & Problem-Solving | Data Analysis |

EXPERIENCE

Career Coach | Springboard (BYU-Pathway Worldwide)

Aug. 2024 – Present

- Coach students on career readiness, job preparation, and employment opportunities.
- Maintain accurate records and monitor student progress.
- Coordinate interviews and provide individualized career guidance.

Data Entry Specialist | Springboard

Sep. 2023 – Aug. 2024

- Entered, verified, and maintained data with a high degree of accuracy.
- Performed quality checks and maintained organized records.
- Supported efficient data workflows and improved data consistency.

EDUCATION & CERTIFICATIONS

Brigham Young University–Idaho

- Applied Business Management — *In Progress*
- Business & Leadership Skills Certificate — 2029
- Administrative Assistant Certificate — 2024
- QuickBooks Online Certification — MRP, 2025
- EnglishConnect 3 (EC3) Certificate — BYU-Pathway Worldwide, 2024

Ladoke Akintola University of Technology (LAUTECH)

- B.Sc. Agricultural Economics & Extension — 2010