



**Agunlejika Adeoluwa**  
**Technology Writer**

Close 60, F- 205 VGC, Lagos

Email: [agunlejikaadeoluwa@gmail.com](mailto:agunlejikaadeoluwa@gmail.com)

Portfolio: [www.clippings.me/users/agunlejikaadeoluwa/](http://www.clippings.me/users/agunlejikaadeoluwa/)

**SUMMARY**

Highly organized and innovative Tech Writer with 10+ years of experience crafting trending, futuristic, and engaging tech-related content. Leverages background in computer science to write for highly technical audiences.

**PERSONAL INFORMATION**

**DATE OF BIRTH:** 14th August 1988  
**NATIONALITY:** Nigerian  
**City** Lagos

**WORKING EXPERIENCE**

**Inventia, UK (Technical Writer (Freelancer))** Aug' 2020 till date

- I created and edited product release documentation for three global engineering teams, adhering to different processes and timelines.
- Built a knowledge base from the ground up, including 200+ how-to articles for end-users
- Worked with SMEs to develop 100+ standard operating procedures (SOPs) for different departments, including the IT help desk and network operations team

**IoT worlds, Italy (Technology Writer (Freelancer))** Feb' 2020 till date

- lotworlds recruited me to research and craft various internet of things related content and its impact in the 21<sup>st</sup> century

**Hytera, China (Telecommunication Writer (Freelancer))** April' 2019 till date

- I have been hired several times by Hytera communications to write content related to the communication products they have to offer, like two-way radios.

**NIIT Technical Writer (In-House Writer)** July' 2017 – Feb 2019

- Led a team of 3 Technical Writers in creating four (4) user guides (200+ page each) for a suite of property management software products.

- Co-authored the company's first official technical publication style guide to maintain a consistent, reliable document lifecycle.
- Develop end-user product documentation in an agile environment while meeting 100% of team deadlines.

**Nigeria Security and Civil Defense Corps (Program Analyst) ‘**

Dec' 2015– Feb 2017

I work in the capacity of a Database Administrator and Program Analyst for the Federal Government security outfit.

**MTN Telecommunication (Intern)**

Nov' 2015- Oct 2016

I was opportune to work as an Mtn Agent at the Mtn Customer Centre, where my duties range from registering new Mtn lines and existing ones. I was also involved in the introduction of new Mtn products and services to numerous Mtn customers.

I was also responsible for creating a new database for the branch employees to help manage, administer, and monitor day-to-day activities using SQL Server and MySQL and importing excel spreadsheet, XML and linking them to an ODBC.

**National Youth Service Corps (Database Administrator)**

Nov' 2014-Oct 2015

During my service year, I worked as a Database Administrator at NIIT, where I did my mandatory National Youth Service.

**ATX Technologies (Intern)**

Jan'2014- Sept 2014

During this three-month internship, I was able to gain a deeper understanding of how many interests and skills may apply to an IT role at a Digital Streaming network office.

**Samtob P & C (IT Technician)**

July 2013-Dec 2013

- Assisted in marketing and selling of computer gadgets, customize devices, and peripherals.
- Provided basic level training and as well help in upgrading of IT systems and applications.
- Manage the use of the computer laboratory to ensure all students had access to the computer.

**LONG TERM CLIENTS**

- lotworlds.com
- Invertia.com
- hytera.com
- citysmarter.ai
- 33rdsquare.com
- Cousera.com
- Businessblogger.org

## TECHNICAL SKILLS

- **Web application packages:** Microsoft Productivity Tools (Advanced)
- **RDBMS:** MySQL, Window Server 2012,2016 (Advanced)
- **Languages:** HTML, CSS, Java Script, Java, C#, SQL (Advanced), XML, ASP.NET, PHP (Basic)
- **Software:** UML Diagrams, data flow chart, Business Process Model, Swagger, Latex
- **Collaboration tools:** Microsoft 365, Slack (Advanced)
- **Operating Systems:** Windows 10 (Advanced), Linux (Intermediate)

## STRENGTHS

- Able to work independently and to meet tight deadlines.
- Dedicated and hardworking individual.
- Willing to render overtime
- Ability to advance to higher job levels with activities, efforts toward self-development, and advancement
- Ability to work with less supervision.
- Proven high-level written and verbal English Language skills with an IELTS score band of 8.0.

## EDUCATIONAL HISTORY

- |   |                  |
|---|------------------|
| • MIDDLESEX UNIVERISTY, UK                      | <b>2019</b>      |
| • TAI SOLARIN UNIVERSITY, IJEBU ODE, Nigeria    | <b>2010-2014</b> |
| • KWARA STATE POLYTECHNIC, ILORIN, KWARA STATE. | <b>2007-2009</b> |
| • SCHOOL OF SCIENCE, IMESI ILE, OSUN STATE.     | <b>2003-2005</b> |
| • FUNTO INTERNATIONAL ACADEMY, OKESHA ILESA     | <b>2000-2003</b> |
| • N.U.D PRIMARY SCHOOL, IGBAYE ILESA            | <b>1993-1999</b> |

## QUALIFICATIONS WITH DATES

- |  |                  |
|--|------------------|
| • MASTERS DEGREE IN BUS & INFO SYSTEMS (In view)         | <b>Nov 2021</b>  |
| • CHARTERED INSTITUTE OF PUBLIC DIPLOMACY AND MANAGEMENT | <b>Oct 2018</b>  |
| • HONORS DIPLOMA IN INFORMATION TECHNOLOGY               | <b>Jan 2016</b>  |
| • ADVANCED CERTIFICATE IN INFO. TECHNOLOGY               | <b>Aug 2015</b>  |
| • BACHELOR OF SCIENCE (TELECOMMUNICATION & INFOTECH)     | <b>July 2014</b> |
| • CERTIFICATE IN WEBSITE DESIGN AND DEVELOPMENT          | <b>Aug 2013</b>  |

## EXTRACURRICULAR ACTIVITIES

**Technology:** I enjoy keeping up with the latest technologies and advancements in information technology and computer science. I am particularly keen on understanding how they fit and how they can be adapted in everyday scenarios. I am also an enthusiastic web developer and enjoy using Adobe Photoshop to enhance graphic design.

**Volunteering:** I have been actively involved in various voluntary schemes, projects, and community development services.

**Writing:** I am interested in writing exclusive tech content that will entice, inform, and entertain readers with the right choice in structure, voice, and tone, thereby converting them to patrons and eventually generating sales.

## REFEREES

Available on request