Nevill Alex Adeyeye
Hiimnevill@gmail.com
(508) 815-9505
Portfolio Website: Link
GitHub: Link
Linkedin: Link

Professional Summary

I am a dedicated and detail-oriented programmer with a robust background in office administration, data management, and customer service, excelling in corporate environments to ensure high standards of efficiency and accuracy. Passionately pursuing video game development, I actively enhance my skills through solo projects using Unity and Unreal Engine. Currently, I have my Certificate in Programing Languages and C++ working towards my Associate Degree in Computer Information Systems at Los Angeles City College to be complete in August 2025. My studies focus on mastering programming languages such as C++, C#, and cloud computing platforms like AWS, as I prepare for a career in the video game industry.

Skills

Programming Languages: C++, C#, HTML, CSS, Python, JavaScript
Game Development Engines: Unity, Unreal Engine
Cloud Technologies: AWS, Cloud Computing
Project Management: Team Leadership, Process Optimization, Critical Problem-Solving, Time Management, Quality Control Management
Additional Skills: Data Management, Data Entry, Office Administration, Proficient Multitasking, Proficient Organization, Expert Researcher

Work Experience

Telos Legal Corp. *April 2021 – Present* (Los Angeles, CA)
Service of Process Specialist / Office Administrator

- Collaborate closely with paralegals, CEOs, and other counsels to facilitate the apostilling and authentication of documents.
- Manage all coordination tasks for the main office as the sole office administrator, overseeing daily operations and supporting strategic administrative initiatives.
- Lead the design and implementation of a document control system, reducing errors in international filings by 25%.
- Create procedural guides, boosting data retrieval and operational efficiency by 40%.
- Collaborate with multiple teams in offices across United States, facilitating effective communication channels and integrated operations.
- Manage document processing protocols for compliance and international use, enhancing accuracy and speed to achieve a 99% client satisfaction rate.
- Maintain and update computer software and external database, troubleshoot technical issues.
- Integrate AI to streamline and automate operations, shortening procedural times by 30%.
- Maintain meticulous spreadsheet management and implement checklist optimizations.

Achievements: Spearheaded remote work transition for management; sole office coordinator for the main office in Los Angeles.

The UPS Store *Jan 2019 – April 2021* (West Hollywood, CA)

Shift Leader / Sales Associate / Live Scan Tech
- Managed daily operations and maintained online archives, advancing data security and customer satisfaction.
- Updated computer software, maintained office equipment, assisted with IT operations.
- Conducted biometric scans, maintaining strict adherence to Department of Justice standards.
- Directed team operations and managed sensitive data for both domestic and international logistics, enhancing data security and operational reliability.

Achievements: Promoted to Shift Leader for leadership excellence.

Alltown/Global Montello *Feb 2013 – Nov 2018* (Centerville, MA)
Assistant Manager
- Administered financial transactions and customer service, enhancing trust and operational efficiency.
- Managed daily paperwork and sales reports, maintained large inventory database, processed invoices and purchase orders.
- Developed training programs, elevating employee knowledge and performance.

Achievements: Promoted to Assistant Manager for demonstrated leadership skills and performance.

Education
Los Angeles City College
Certificate in C+++
Certificate in Programming Languages
Certificate in Applications Software — Expected August 2024
Certificate in Full-Stack Development — Expected June 2025
Associate Degree in Computer Information Systems — Expected June 2025

References
Available upon request