

OLADOTUN MAYOWA SAMUEL

Contact Information:

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Address: Ibadan, Nigeria

Objective

A highly motivated individual seeking opportunities in Medical field (Lab Scientist), Event Planning and Management, Community Moderation, Strategic Planning, and Graphics Design.

Education:

- BSc in Medical Laboratory Science (Chemical Pathology Major)

Lead City University, 2019-2023

Work Experience:

1. Data Entry

- Freelance (Remote)

- 05/05/2023 - 17/06/2023

- Responsibilities: Data Collation and Entry for Email Marketing using Spreadsheets, 200 per day, which improved time management skills and proficiency in spreadsheets.

2. Event Planning and Management

- Medical Laboratory Science Department, Lead City University, Ibadan

- 25/06/2023 to 15/07/2023

- Responsibilities: Successfully organized and planned a final-year one-week event in less than a month without sponsorship, resulting in a well-received event.

3. Social Media Manager

- Perfect Prints, Ibadan (Remote)

- 05/12/2018 - 05/03/2019

- Responsibilities: Managed social media publicity, increased followers, and drove sales for the company during the employment period.

4. Administrative Officer

- Edu consults Center, Ibadan

- 18/10/2017 – 20/08/2019

- Responsibilities: Documented every payment received for each day, issued receipts for payments made, made money transfers to workers/staffs, ensured the smooth running of the institute in liaison with the board members.

5. Therapist

-Freelance

Responsibilities: Establishing a positive and trusting rapport with clients, had over 5+ clients in space of 2 months, providing counselling and treatment to each predicaments as necessary.

Skills:

- Technical Skills: Data Entry, Spreadsheet Management (Excel), Email Marketing, Graphics Design.

- Event Planning Skills: Organizing and Planning Events, Time Management, Resourceful Problem Solver.

- Social Media Management Skills: Social Media Publicity, Account Management, Audience Engagement, Sales and Marketing.

- Administrative Skills: Payment Documentation, Receipt Issuance, Money Transfer, Organizational Coordination.

Certifications:

- SPSS Tool Certification, Lead City University, 2021.

- Liporich Program Certificate, Lead city University, 2019.

- Jobberman Certificate, Jobberman, 2023.

- Institute of Personality Development & Customer Relationship Management Certificate, 2023.

- Product Management (Basics) by Alison, 2023.

Languages:

English - Fluent

Yoruba - Advanced