Adedotun Ife-Oluwa Adeeko

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# PROFESSIONAL SUMMARY

Business Administration graduate with a Master’s in International Business Management and a CMI-certified background. Currently transitioning into tech, with hands-on experience building projects like EventSense AI and upskilling in AWS Cloud and Full Stack Web Development. Brings 5+ years of administrative assistance and project coordination expertise, with growing technical capabilities and problem-solving skills.

# KEY SKILLS

- AWS Cloud Practitioner (in progress)  
- Full Stack Development: HTML, CSS, JavaScript, React, Next.js  
- Git, GitHub, Vercel, Tailwind CSS  
- Microsoft Office Suite, Slack, Notion  
- EventSense AI Project (AI-based video transcription and clipping)  
- Administrative Support & Technical Auditing  
- Calendar & Meeting Management, Vendor Liaison  
- Proofreading, Transcription, Communication

# PROFESSIONAL EXPERIENCE

Administrative Support Personnel – Coastal Reclamation Engineering Services (May 2022 – Present)  
- Provided executive and departmental support across business units.  
- Managed sensitive communications, reports, and office operations.  
- Coordinated vendor relationships and procurement documentation.  
- Supported project-based workflows, customer service, and scheduling.

Technical Auditor – Coastal Reclamation Engineering Services (May 2021 – May 2022)  
- Audited dredging soundings and ship reports for Lagos Port.  
- Conducted technical inspections and delivered audit reports.  
- Ensured compliance with dredging standards and project timelines.

# PROJECTS

EventSense AI – Founder & Developer (2025)  
- Built a full-stack app for AI-powered video transcription, chapter detection, and emotion tagging using AssemblyAI and Next.js.  
- Implemented secure API integration, user-friendly UI with Tailwind CSS, and multi-format clip download functionality.  
- Deployed on Vercel with plans for scaling to mobile and monetization.

# EDUCATION

MSc International Business Management – Coventry University, United Kingdom (Expected 2025)  
- Focus: International Strategy, HR, Data Analysis  
- Dissertation: Role of HR Policies in Diversity & Inclusion at Google & Unilever

BSc Business Administration – Houdegbe North American University, Nigeria (2019)

# CERTIFICATIONS

- Chartered Management Institute (CMI) Certified – UK  
- AWS Cloud Practitioner (in progress)  
- freeCodeCamp Full Stack Web Development (in progress)

# LANGUAGES

English: Native

# REFERENCES

Available upon request.