

Oluwakoyipada Ewaoluwa Oke

PERSONALITY

Cheerful Disposition
Neat & Well-organized
Independent worker
Works well with deadlines
Collaborative and efficient

EDUCATION

Bachelor of Science in Political Science - University of Ibadan, Oyo State (2016 to 2021)

National Certificate of Education - Federal College of Education, Abeokuta, Ogun State

English and Political Science - Osiele, Abeokuta, Ogun State (2013 to 2016)

CONTACT DETAILS

Ibadan
08138620986
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CAREER OBJECTIVE

Results-driven professional with a proven track record of success seeking a challenging role in office management, personnel/client support, and record keeping. Offering exceptional communication and interpersonal skills, as well as strong competencies in report writing, record keeping and management, and supervisory experience. Skilled in Microsoft Office and Google suite applications, with a demonstrated ability to lead and support teams to achieve organizational goals.

PROFESSIONAL SKILLS

- Strong teamwork skills, with a proven ability to collaborate with colleagues across different departments and functions to achieve organizational goals
- Exceptional communication skills, with a talent for effectively conveying complex information to diverse audiences
- Demonstrated leadership abilities, with experience in leading and supporting teams to achieve organizational objectives
- Creative problem-solving skills, with a knack for identifying opportunities for improvement and implementing effective solutions
- Excellent relationship management skills, with a talent for building and maintaining strong professional relationships with clients, stakeholders, and team members
- Proven marketing skills, with experience in generating and executing effective marketing campaigns that drive customer acquisition and retention

PROFESSIONAL EXPERIENCE

Assistant Administrator - Ibadan
North East Secretariat, Oyo State
Administrative Oyo State, Ibadan
(2022 to present)

- Support administrative duties and manage personnel files and records to ensure accuracy and compliance with relevant policies and regulations
- Prepare comprehensive reports, including minutes and other secretariat functions, to inform decision-making processes
- Collaborate with the Secretariat's family court to provide conflict resolution support and ensure timely resolution of cases

E-Marketer - Awelewa Store Ibadan
(07/2020 to present)

- Plan and execute online business marketing strategies for Awelewa Store to increase brand awareness and drive sales growth
- Analyze online sales data and provide insights to inform strategic decision-making processes

Marketer/Business Development - Heyfood
Delivery Food Company Ibadan (2021 to 2022)

- Monitor and manage publicity team members to ensure they are meeting performance targets and driving results
- Generate and execute strategic social media campaigns to increase engagement and drive customer acquisition and retention

Deputy Senate President - National Association of
Political Science Students University of Ibadan
(2018 to 2021)

- Worked closely with other house members to checkmate the effectiveness of the executive arm and ensure the smooth running of the organization
- Oversee the welfare of senators and students in my department, ensuring that their needs are met and their voices are heard
- Part of the team that reviewed the union's constitution and made recommendations for changes that improved the governance structure of the organization