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CAREER OBJECTIVE

I offer a leadership experience controlling all stages of projects from inception through monitoring and closing, exceeding expectations of being on time and on budget. Also successful at building and maintaining open communication between the team members, clients and leadership. Quality-driven and proactive with advanced understanding of contract management, contractor oversight and construction administration and ready to help the team achieve the company's goals with excellent time management and problem-solving skills. As a brand manager, I manage brand operations related to branding efforts which include overseeing the development of new projects or services, managing the design and production of marketing materials or coordination. I also pitch excellent abilities, network and maintain professional relationships.

Being an experienced operation, project and brand manager with years of experience in the entertainment Industry, I have an excellent reputation for resolving problems and eager to contribute to the team success through hard work, attention to detail and excellent organizational skills. I'm as well motivated to learn, grow and excel in the industry. As a mentor, I am passionate about sharing the knowledge I've learned with those who come after me.

EXPERIENCE

OPERATION & BRAND MANAGER — Edge Dynamic Inter Biz Limited

Lagos, Lagos, August 2020 - Present

- I implement programs to increase efficiency of operations.
- I communicate effectively with a wide variety of global audiences in writing and speech.
- I succeeded in managing projects/programs from inception to completion through effective communication, collaboration, shared goals, and trust
- I'm highly reliable, responsible, and accountable for group and individual goals.
- I strategize leadership and willingness to innovate.
- I'm keen on problem-solving and analytical skills with the ability to evaluate issues and conflicts and make timely decisions that benefit both the customer and the business.
- I work to tight deadlines and high quality standards.
- I create and schedule projects to match initial ideas and manage the brand day-to-day operations related to branding efforts which include overseeing the development of new projects or services.

PROJECT MANAGER — BlueAce Entertainment

Lagos, Lagos, November 2020 - August 2022

- Provided clear direction to internal teams, setting expectations and due dates for deliverables.
- Collaborated across teams to define goals and commitment to timelines and deliverables.
- Assigned tasks to appropriate resources within the company.
- Developed relationships with appropriate client stakeholders.
- Recommended improvements to established business processes, enabling better project turnaround timeframes.
- Managed inter-project dependencies and risks to risks to create successful outcomes.
- Reviewed and assessed incoming projects requested, determining content support.
- Managed multiple stakeholders, aligning common goals and communicating risks.

TALENT MANAGER — SmallzTheDj

Lagos, Lagos , *March 2020 - November 2021*

- Managed business and financial affairs for clients such as arranging travel and lodging, selling tickets and directing marketing and advertising activities.
- Negotiated essential contract terms on behalf of clients.
- Maintained detailed digital and hard-copy records of room statuses.
- Met with clients to discuss goals and develop strategies for career success.
- Negotiated with managers, promoters and union officials regarding client contractual rights and obligations.
- Improved operations through consistent hard work and dedication.

NAIL TECHNICIAN — Hairitage Salon

Lagos, Lagos, *August 2018 - October 2021*

- Assessed the condition of clients' hands, removed dead skin and massage hands
- Extended nails using powder, solvent and paper forms attached to tips of customers' fingers to support and shape artificial nails.
- Prepared nail cuticles with water and oil, used cuticle knives to push back cuticles and scissors and nippers to trim cuticles.
- Cleaned and sanitized tools and work environment.
- Treated nails to repair and improve strength and resilience by wrapping.
- Decorated clients' nails by piercing and attaching ornaments and designs.
- Removed previously applied nail polish, using nail remover and swabs.
- Polished nails, using powdered polish and buffer.
- Advised clients on nail care and use of products and colors.
- Defined problems, collected data, established facts and validated conclusions.
- Troubleshooted minor problems and reported larger technical issues.

PROJECT MANAGER — Topboy Entertainment

Lagos, Lagos, *March 2019 - March 2021*

- Developed and initiated projects, managed costs and monitored performance.
- Maintained relationships with material vendors to lower costs and diversify capabilities.
- Managed projects from procurements to commission.
- Facilitated communication between internal personnel, contractors and vendors for project cohesion.
- Provided fiduciary oversight to remain within budget constraints, recommending project adjustments where necessary.
- Identified plans and resources required to meet project goals and objectives.
- Made decisions independently and collaboratively on challenges.

NAIL TECHNICIAN — Nail Plus Total Beauty

Lagos, Lagos, *April 2017 - August 2018*

- Prepared nail cuticles with water and oil, used cuticle knives to push back cuticles and scissors and nippers to trim cuticles.
- Cleaned and sanitized tools and work environment.
- Treated nails to repair and improve strength and resilience by wrapping.
- Decorated clients' nails by piercing and attaching ornaments and designs.
- Removed previously applied nail polish, using nail remover and swabs.
- Polished nails, using powdered polish and buffer.
- Advised clients on nail care and use of products and colors.

RECEPTIONIST — Nail Plus Total Beauty

Lagos, Lagos, *October 2016 - April 2017*

- Maintained detailed and accurate records of visitor requests and of calls received.
- Maintained office and faculty supplies to keep optimum stock on hand.
- Used proper telephone etiquette, answered calls and caller questions and transferred to proper extensions
- Answered questions about organization and provided callers with address, directions and other information.
- Reviewed and audited subcontractor invoices, vendor payments and employee monthly expense reports.

CASHIER — Starmart Supermarket

Lagos, Lagos, May 2015 - September 2016

- Provided efficient and courteous service to customers.
- Maintained inventory and store visual presentation to meet customer needs.
- Leveraged inventory POS system to perform purchase transactions for team members and customers.
- Processed cash, cheque and credit cards for customer purchases.
- Helped customers locate merchandise.
- Maintained up-to-date knowledge of store policies regarding payments, returns and exchanges.
- Provided product information and resolved concerns to assist customers.
- Counted cash drawers at the beginning of the day to verify amounts.
- Built and maintained positive working relationships with co-workers.

GENERAL MANAGER — Riloyin Nigeria Limited

Lagos, Lagos, July 2014 - April 2015

- Provided clear directions and set priorities for accomplishing desired actions and results.
- Implemented appropriate plans for resolving unfavorable trends and enhancing profits.
- Developed long and short-range financial objectives, supporting the company's mission statement.
- Recruited team members for maintaining adequate staffing levels according to projected sales.
- Reviewed financial statements, sales or activity reports, and other performance data to measure productivity.
- Monitored suppliers to ensure that efficiency and effectively provide needed goods and services within budgetary limits.
- Demonstrated and supported continuous improvement and growth mindset

EDUCATION

HIGH SCHOOL DIPLOMA

Waslat Schools

Lagos state and Mowe, Ogun state

Graduated Jul 2014

PRIMARY SCHOOL CERTIFICATE

Resourceful Nursery & Primary School

Lagos, Lagos state

Graduated Jul 2008

ADDITIONAL SKILLS

- Multi-Unit Operation Management
- Timely Project Completion
- Performance Improvement
- Managing Multiple Projects
- Leading Projects

LANGUAGES

- English
- Yoruba

REFERENCES

References available upon request