

# Akinnagbe Kelvin

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## WORK EXPERIENCE

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### Nestoil Limited

Warri, Delta State

Engineering Intern

Jun 2017 - Nov 2017

- Collaborated with senior engineers to complete complex technical tasks efficiently, demonstrating teamwork, task delegation, and process optimization.
- Identified and resolved system issues while implementing preventive measures, showing problem-solving and risk management skills.
- Coordinated with procurement to source durable, cost-effective equipment, reflecting negotiation, resource management, and decision-making abilities.
- Assisted in offsite technical operations, gaining experience in logistics, planning, and compliance with operational requirements.

### Delta Broadcasting Service

Asaba, Delta State

IT Support Specialist

Nov 2021 - Oct 2022

- Cooperated with, and communicated clearly and effectively, with all types and levels of employees for the deployment of an ad-monitoring software which directly lead to an increase in IGR of the broadcasting station.
- Collaborated with colleagues on the implementation and maintenance of computer software which included virus detection apps, system administration tools such as RSAT and Rufus and RadioBoss, a web app that can log and automate radio programs.
- Designed a word and excel document template that the marketing department used for the proper curation of ad logs which can be used to identify specific information relevant to external audits and internal record-keeping thereby increasing the effectiveness of both how marketing logs are generated and how proper book-keeping can be carried out.

### Upwork

Remote

Freelance Virtual Assistant/Web Developer

Nov 2022 - Present

- Managed multiple client projects and kept all communication clear and on time, showing strong coordination skills needed in HR. Kept projects, files, and important information well-organised, just like HR needs to keep employee records and documents in order.
- Organised project files, website content, and client documents, similar to keeping employee records and HR paperwork well-arranged.
- Helped new clients get started by explaining processes and gathering needed information, which relates to onboarding new staff.
- Communicated daily with clients from different backgrounds, building the people-skills needed for handling employee concerns.
- Scheduled meetings, tracked tasks, and managed client requests, which is similar to organising staff activities and keeping departments aligned in HR.

## EDUCATION

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University of Port Harcourt

Port Harcourt, Rivers State

B.Eng. in Electrical/Electronic Engineering (Second Class Honours)

Graduation Date: Feb 2020

## PROJECT EXPERIENCE

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University of Port Harcourt Final Year Project

Port Harcourt, Rivers State

Video Surveillance System Using Raspberry Pi Zero

Aug 2018 - Dec 2018

- Collaborated on the design and implementation of a surveillance system, identifying potential setbacks and contingency plans to ensure project deadlines were met efficiently. Outsourced and monitored the purchase of project hardware by an external contractor making sure that product specifications were met.

- Constructed and programmed the raspberry pi microcontroller to interface with the motion-detecting feature of the installed camera whilst communicating with client's email in the advent of detection motion in the camera's area of surveillance.
- Rigorously tested and debugged the security system before successful deployment.
- Defended and demonstrated the project's possible contributions in the areas of security surveillance in front of a panel of experienced university personnel and an external invigilator, scoring an "A" grade after the presentation was done.

National Youth Service Corp Educational Project

Asaba, Delta State

*Sensitization project for the 21C Batch*

*Aug 2022 - Sep 2022*

- Handled the most strident administrative duties from the inception to implementation of the project.
- Encouraged contributions, input and effort from team members; acknowledging those who met set-goals on individual tasks which encouraged more productivity from team members.
- Maintained direct and open interaction with the administrators of the selected secondary schools to make sure all resources needed for the project were available.
- Ensured that all members of the community development service were assembled at the correct location, allotting them specific areas to congregate so as not to disrupt the activities of the sensitization.
- Handled the purchase of items to be donated to the sensitized schools.

## **SKILLS & HOBBIES**

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**Skills:** MS Office (Excel, Word, PowerPoint), Frontend engineering (HTML, CSS & JavaScript), Technical Writing & Research, Driving and Project Management

**Hobbies:** Writing, Reading Fictional Literature, Swimming, Playing Guitar

## **LEADERSHIP EXPERIENCE**

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Delta Broadcasting Service, Asaba

Asaba, Delta State

*IT Support Specialist*

*Nov 2021 - Oct 2022*

- Implemented collaborative and team-building techniques such as team talks which directly lead to an increase in the overall morale of the engineering team and the identification of each member's area of specialty therefore increasing productivity in the performance of assigned tasks, showing skills directly applicable to employee engagement and performance management.
- Designed and implemented training plans for engineering interns and occasionally led software and equipment deployment, demonstrating abilities in onboarding, staff development, and team coordination essential for HR support.

National Youth Service Corps (NYSC)

Asaba, Delta State

*Community Development Service President(Editorial)*

*Aug 2022 - Oct 2022*

- Oversaw planning and execution of student sensitization programs across multiple secondary schools, demonstrating skills in project coordination, event management, and team leadership.
- Assisted in curating, editing, and proofreading articles for the DeltaKopa publication, showing attention to detail, content management, and support for communication initiatives.
- Planned and led weekly meetings with CDS executives to identify challenges and collaboratively develop solutions, reflecting abilities in performance management, team collaboration, and process improvement.

## **Referees**

- Engr. Charles Etunovbe: A COREN registered engineer and long-standing acquaintance who can attest to my character and professional work ethic. Phone: 08080336515.
- Barr. Henry Olaniyi: NBA member, Legal professional and recent client who can attest to my organizational abilities and professional conduct. Phone: 09078916069.