

SOMTO UDEBUANI

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Resourceful and tech-savvy graduate with hands-on experience across project coordination, digital communication, and record management. Skilled in data organization, teamwork, and process improvement, with a strong interest in business operations and innovation. Adept at using digital tools to support efficiency and collaboration. Passionate about continuous learning and contributing to a performance-driven environment that values leadership and growth.

KEY SKILLS

- Project Coordination & Organization
- Data Analysis & Record Management
- Digital Communication & Content Creation
- Microsoft Office & Google Workspace
- Creativity & Analytical Thinking
- Teamwork & Cross-Functional Collaboration
- Research & Reporting
- Adaptability & Continuous Learning
- Digital Marketing

PROFESSIONAL EXPERIENCE.

Record Management Officer (NYSC) - *Naurex Nigeria Limited,*
Lagos, Nigeria

Dec 2024 - Oct 2025

- Managed manpower records and documentation for offshore oil & gas staff, ensuring accuracy and compliance with company standards.
- Coordinated with HR and accounting teams to maintain up-to-date employee data and payroll information.
- Assisted in data entry, report preparation, and digital record migration to improve operational efficiency.

Volunteer Social Media Manager - *The Right Path International,*
Lagos, Nigeria

Jan 2024 - Current

- Managed the church's social media accounts, creating engaging posts that boosted community interaction and event participation.
- Designed branded graphics and visual content aligned with outreach goals and messaging.
- Monitored page analytics to track performance, improve reach, and enhance audience engagement.
- Grew the church's online following and helped increase attendance for special programs through targeted campaigns.

Junior Architect - AMA Designs Limited, Lagos, Nigeria

Jan 2022 - Dec 2022

- Generated 3D models and photorealistic renderings using AutoCAD and Revit, enhancing client understanding and accelerating project approvals by 25%.
- Analyzed local environmental factors to ensure designs were climate-resilient and sustainable.
- Streamlined project documentation and digital record systems, cutting data retrieval time by 30% and improving collaboration across teams.
- Supported cross-functional coordination between architects, engineers, and contractors to meet strict project timelines.

SEO Distributor & Content Writer - TLF Ng, Lagos, Nigeria

Aug 2020 - Feb 2021

- Wrote and edited blog posts on various topics, ensuring clear messaging and SEO optimization.
- Applied keyword strategies and data analysis to increase organic traffic and content visibility.
- Collaborated with editors and clients to maintain consistent quality and brand messaging.
- Gained hands-on experience with digital tools and performance metrics to improve output efficiency.

EDUCATION

University of Nigeria Enugu Campus

2018-2023

Bachelor of Science in Architecture

- Graduated with Second Class Upper Honours in BSc Architecture.
- Designed Residential, Public, Institutional and Hospitality buildings and Layouts which includes, Estate design, Banks, Hotels, Schools etc