**Mayowa Shoyinka**

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| **No 13, Ayo street, Ojoo Ibadan, Grocery 6, Agbowo Shopping Complex, Ibadan, OY 200213 Nigeria | (H) 07013137863 | mayowas29@gmail.com** |

**Professional Summary**

An expert in attracting, retaining and maintaining strong relationships with clients and improving sales and revenue, with over 1 years of related experience and advanced skills. Always looking for ways to improve productivity and customer satisfaction with exceptional service. Maintaining well-organized and presentable work areas always. Focused on going above and beyond to support the team and offering top-notch abilities. Ready to apply my knowledge with room for growth and advancement as a professional web-developer.

**Skills**

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| * Well versed in Microsoft Office [ Word, Excel, Power-point, Outlook] | * Highly skilled leader with skills in delegating and team building |
| * Highly proficient in HTML, CSS and BOOTSTRAP * Still in the PYTHON learning process | * Strong team-player, leadership and teamwork skill |
| * Good communication both written and oral |  |

**Experience**

**Training Coordinator** 12/2019 to 03/2020

**iT360 Academy** – Ibadan, Oyo, Nigeria

\* Assessed training needs for new and existing students.

\* Facilitated students’ enrollment and certification.

\* Managed faculties, developed curriculum, training aids (manuals and handbooks) and remained up to date in the development within the industry.

\* Organized and developed training programs to meet specific training needs.

\* Developed marketing Plans for iT360 Academy training courses.

\* Established and maintained relationships, partnership with stakeholders in the tech space.

\* Designed assessment tools to measure training effectiveness.

\* Tracked and reported training outcomes and provided feedbacks to the management.

\* Handled logistics for training activities including venues and equipment(s).

**Business Development Officer** 04/2019 to 09/2019

**STEINSERVE INNOVATIONS** – Ibadan, OYO, Nigeria

➢ Developed and implemented growth opportunities for Steinserve.

➢ Created long term value for Steinserve from students and customers.

➢ Performed market research to identify new opportunities and establish strategies for pursuing them to a successful logical conclusion.

➢ Developed and delivered pitches for potential investors.

➢ Mentored and counseled students for career prospect, technical and financial support.

**Account/Supervising Officer** 12/2018

**Nelseno Hotel**– Abacha Road, Nasarawa, Nigeria

➢ Handled logistics and account of the hotel.

➢ Supervised every departments in the hotel.

**Technical Support Officer/ Helpdesk Assistant** 08/2018 to 11/2018

**African Independent Television** – Abuja, Federal Capital Territory, Nigeria

\* Worked on numerous training systems and repaired different hardware components in the system unit.

\* Created various computer connectors and developed computer networks.

\* Facilitated the installation of computer software and packages for different department.

\* In-charge of all department calls and provided basic solutions to all other department(s).

**Assistant Trainer/Facility Officer** 02/2018 to 07/2018

**Harmony Innovation Hub** – Abuja, Federal Capital Territory, Nigeria

1) Planned and Trained new intakes, interns and staffs on various courses held in the company

2) Worked hand in hand with the other company trainer to download textbooks and materials for Harmony e-library learning suit.

3) Led a team in the installation of a software used by micro-finance called Mifos accounting system

4) Worked with the software department in developing various applications.

5) In-charge of all office facilities

**Education**

**Bachelor of Science**: Computer Science (ICT Option) Sep 2017

**Ajayi Crowther University** - Oyo, YO, Nigeria

**West African Senior School Certificate**: Jul 2012

**Maverick College Ibadan** - Ibadan, Oyo, Nigeria