

TOMIWA OLUWANIFEMI AFOLAYAN
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Profile

I am a self-driven and dedicated individual who works well as part of a team or independently. In addition to excellent communication skills, I am also a trustworthy individual, capable of following directions and maintaining professional relationships. As well as producing high-quality work, I am proficient at presenting my work in a clear and concise manner. I am currently looking for an organization where I can put my skills into practice and further develop my career.

Competencies and Skills

Communication | Teamwork and Collaboration | Planning and Organizing | Time Management
| Meticulous | Administration | Customer Service | Analytical | Decision Making
| Resourcefulness | Record Keeping | Social Media Account Management | Negotiation
| Problem-Solving | Sales | Digital Marketing | Writer | Report Writing | Event Planning | Event
host | Microsoft word | PowerPoint | E-mail | Internet Search | Content writing and
development |

Education

University of Ilorin

2016 - 2021

(B.A History and International Studies)

Work Experience

The connecting Bridge
Lagos State

2023-

Project Officer

Key Responsibilities

- Ensured all projects are executed and completed on time
- Providing weekly update on tasks and project
- Work with the other team's to ensure tasks are executed
- Seek out potential clients and convert them to retainers
- Manage internal productions of the company
- Managed proposals sustain communications with other brand.
- Work with associate planners to plan and execute all events managed by the company

LagosGo.

2022-2023

Route5 Development

Project Manager and Content Strategist(Hybrid)

Key Responsibilities

- Worked with other team.members to plan and execute Route5 events and projects
- Monitor Project progress and Success

- Hired and managed partners, teams and stake holders of projects
- Social Media Management
- Marketing
- Creating and building contents
- Assisted the Business Development team
- Managed communications with potential partners and event sponsors .

PhastMoney

2021-2022

Lagos State

Customer Advisor and Support

Key Responsibilities

- Resolving complaints and providing answers to queries
- Helping users navigate the product's features and the loan application process
- Responding to customer inquiries via email, chat, and telephone. Assessing social media and directing inquiries to the appropriate internal team
- Developing strategies to foster customer loyalty and improve the overall customer experience
- Troubleshooting technical issues

The Factory Work

2020-2021

Abuja

Marketing Manager(Hybrid)

Key Responsibilities

- Prospecting and generating marketing leads
- Developing marketing campaigns for products and events
- Visualizing the branding and styling of products
- Event promotion management

Playhouse Entertainment

2019- 2021

Ilorin, Kwara State.

Project Manager

Key Responsibilities:

- Designing content for events
- Identifying Projects, Investors, Sponsors, Partners, and PRs
- Managed relationship with all partners and stakeholders of the Play house project.
- Manage and supervised activities of team members
- Managed sponsorship and partnership negotiations
- Organizing PR team meetings and Board meeting.
- Managed budget and implemented cost effective plans for our projects
- Developing a work plan for other team members

Xclusive Filmworks

2019- 2020

Ilorin, Kwara state.**Special Effects Artist & Welfare****Key Responsibilities**

- Producing visual effects, convincing illusions, and designs for stage shows, films, music concerts, and live performances.
- I Ensured the welfare of all team members are well met and taken care of in due time at every meeting
- Oversee the well-being of all cast and crew members on set during production
- Created and managed monthly budgets and production expense.

Zambezi Restaurant and Lounge**2019 - 2020****Kwara Mall****Ilorin, Kwara State.****Bartender/ Mixologist****Key Responsibilities:**

- Developing and maintaining positive relationships with customers and business partners
- Working with team members to coordinate sales efforts
- Reporting on daily drink sales and inventory to management
- Creating different cocktail and mocktail recipes
- Bartending services for customers

References

Available on request