

MARY POPOOLA

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Dedicated creative professional with a history of meeting company goals utilizing consistent and organized practices. Skilled in time management and adapting to new situations and challenges to best enhance the organizational brand. I am also a dedicated Customer Service Representative motivated to improve service satisfaction and contribute to overall company success. I am a well-developed communicator versed in product and service solutions. Enthusiastic Communicator, eager to contribute to team success through hard work, attention to details and excellent organizational skills. Clear understanding of communication and training in speaking and writing skills. Motivated to learn, grow, and excel. Excellent reputation for resolving problems.

EXPERIENCE

DEC 2021 – SEPT 2022

VIRTUAL ASSISTANT, MANO TECH

- Worked as part of a two-person team on several clients successful digital fundraising campaigns, which includes client relations and data compilation and interpretation
- Set up emails, landing pages and donation forms using a variety of =CRM and CMS platforms
- Evaluated and critically analysed a variety of web search engines including Google, Bing, and Yahoo
- Created qualitative data and measurements to determine the relevance of the results
- Served as an expert on web search, video, and digital search trends
- Determined the relevance, quality, and usefulness of search engine results
- Used qualitative data to provide recommendations on optimizing search engine results
- Worked independently and with a team, depending on the project, to enhance search engine results
- Multitask on multiple evaluation projects'

+ Consistently praised for skills in client relations and project management from both management and clients

DEC 2019 – NOV 2021

EXECUTIVE ASSISTANT, JEMO

Provided comprehensive administrative support for corporate and executive level leadership. Administered office management support for Petroleum Marketers Association Director, several ministry Directors, and District Managers with a commitment to excellence. Served as primary contact for company switchboard and screened phone calls, scheduled meetings, travel arrangements, and conferences, maintained calendars, faxing, file maintenance, data entry, Internet research, and ordered office supplies. Consistently met deadlines for special projects, client contracts, reports, monthly billing, and presentations. Protected all sensitive and confidential information received and generated.

Selected Contributions

Assisted and arranged monthly communications meetings for corporate associates, prepared purchasing for employee gifts and coordinated employees' significant events. Provided administrative assistance to the infrastructure policy and strategy team through one round of capital grants during a temporary assignment. Assisted the infrastructure and Capital delivery team with generating reports, formatting documents, and booking meeting rooms.

*Founding member and coordinator of corporate wellness team events and improved incoming call distribution by 60%

OCT 2018 – NOV 2019

REPORTER AND PHOTOGRAPHER, MINISTRY OF SCIENCE AND TECHNOLOGY

- Wrote and proofread press releases; organized press conferences, photographed special events
- Promoted to the position of citywide legislative liaison in 2011 after solid track record of writing communication materials
- Scheduled filming, conducted on-camera interviews, and supervised editors during the production process
- Researched and produce daily news reports
- Draft news releases and produce engaging and effective social media content
- Transcribed interviews for news stories and wrote scripts for the ministry's website and social media page
- Assist the Office of Communications in research and its efforts to expand its online social media presence and community outreach

* Media coverage and photography at events to produce timely content for readers

- Prepared social media posts
- Created engaging photo and video content for social media platforms such as Facebook, LinkedIn, and Instagram
- Collaborated with Senior Designers to produce original video content for use online and in print media • Provided professional photography and videography coverage for all events hosted by the city
- Edited photos and videos using Adobe Premiere Pro

- * Responsible for care and maintenance of professional cameras equipment and software
- * Responsible for writing the script for the Directors and assistant Directors monthly message to civil workers

JULY 2016 – SEPT 2017

PROJECT ASSISTANT, UNIPLAN INTEGRATED SERVICES

The primary focus is to provide a wide range of administrative support and services for team which include managers and each project team. Service coverage includes finance, operation, security and business forecast and planning. Provided project support through ownership and management of project documentation and facilitation of project team communications

- Assisting the Project Managers on reviewing specifications and layouts on quantifying Bill of Quantities
- Expediting production and delivery
- Set appointments, took minutes, and prepared meeting document
- Prepared inquiries purchase orders and invoices
- Handled incoming and outgoing communication

EDUCATION

JULY 2018

MASS COMMUNICATION B.SC., SAMUEL ADEGBOYEGA UNIVERSITY

Second Class Honours (Upper Division)

- Logic, Philosophy and Human Existence
 - Investigative and Interpretative Reporting
 - International Communications
 - Advertising and Public Relation
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- Elected Vice President for Department in 2017
 - Elected class representative
 - Professional development completed in Project Management Professionals

JULY 2013

ARTS, THE APOSTOLIC MODEL COLLEGE

- Elected to Assistant Head-Girl in 2011
- Elected to Social prefect in 2012
- Member of student union

SKILLS

- Complaint resolution
- Employee management
- Microsoft office expertise
- Communication skills
- CRM and office management software
- HTML and CSS
- Basic JavaScript

References

♣ Bolaji John
Network Engineer
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♣ Kola Salam
Deputy Manager
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