TOFUNMI OLAJUMOKE OYEBODE

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CAREER OBJECTIVE

To get an opportunity where I can make the best of my potential, contribute to the organization's growth and to be mentored towards a successful career.

SKILLS

- Excellent ability to gather and analyze data to evaluate quality
- Extensive understanding of problem resolution techniques and processes Strong ability to prepare quality assurance reports
- Impressive organizational and planning skills
- Ability to meet strict deadlines while retaining quality standards

- Very good written and verbal communications abilities
- Ability to maintain confidentiality as necessary
- Agile Project Management
- Proficient in Microsoft Office (Excel,
- Excel and PowerPoint)
- SPSS, STATA, Epi Data , ATLAS TI 8

  Data collection Technology (Open Data Kit-ODK and Survey CTO).

PROFESSIONAL EXPERIENCE

Quality Assurance Officer

National Population Commission January

2023 - Present

- Provides support to the field coordinators by facilitating movement between Enumeration Areas in order to guarantee the efficient execution of fieldwork.

- Executes audits and introduced strategies to improve overall quality and productivity.

- Recognizes areas requiring enhancement and formulated suitable reports.

- Conveyance of all technical issues to the field coordinator.

- Guarantees that correction is being executed in real time.

- Provides support to the enumerators in times of difficulty pertaining to the data collection apparatus.

Field Enumerator

National Population Commission

September 2021 – November 2022

- Efficiently and effectively responded to participant inquiries with the aim of advancing the research.

- Accurately captured real-time comments from respondents using CAPI software.

- Employed software to concurrently strategize and synchronize operations pertaining to surveys.

- Strictly maintained data integrity through database verifications.

- Constructed efficient follow-up timetables to ensure elevated levels of respondent engagement.

- Guaranteed that all data were recorded with exactitude to ensure the production of highquality research results.

- Obtained necessary information and perspectives from participants through persuasive and effective communication.

Operations Associate (NYSC)

Safeboda Nigeria, Oyo State, Nigeria September 2021 - September 2022

- Engaged and communicated with chauffeurs in order to inform and educate them on government and company policies and regulations.

- Addressed and resolved complaints from both consumers and carriers in order to guarantee a smooth operation of the platform.

- Acquired an accurate report on the hotspots by downloading, interpreting, and analyzing hourly requests from the previous day; this report informs drivers of the optimal locations to obtain data at various times of the day.

- Adhered to the daily performance metrics in order to monitor the performance of chauffeurs and detect possible deficiencies in operational procedures.

- Organized the daily documentation that flowed between departments, ensuring efficient communication and the elimination of bottlenecks on a consistent basis.

Intern (Business Manager)

Skirts Factory

June 2020 – December 2020

- Developed recommendations for business expansion and issue resolution by analyzing budget, expenses, sales, revenues, and product deficiencies.

- Quality Control and market research to identify potential new business opportunities

- Cultivated robust customer relationships to attract a substantial number of profitable clients

- Oversee the operation of the client relationship management database, utilizing it to manage distribution lists and customer contacts

RESEARCH

Research Assistant
Starting Right at Schools Project (Stars), A Program Powered by a head (Academy For

Health Development) 2019

- Conducted research and development activities while being monitored by an invigilator.
- Identified and determined the root causes of issues, and formulated and presented suggestions for enhancing established procedures and practices.
- Assisted with the preparation of reports, grants, presentations, and data analytics.

Research Assistant,

Study on Socio Demographic Determinants of Infertility in Ifetedo 2017

- Assisted with subject recruitment procedures and maintained accurate, timely, and confidential research records while ensuring respondent privacy.
- Executed additional administrative duties and task management.
- Maintained all Regulatory Documents, site files, study documentation, and status report.
- Systematically and accurately administered research questionnaires to study participants.

VOLUNTEERING EXPERIENCES

- **Publicity Crew** | 2nd edition of Demography Summit, OAU.
- **Data cleaning** | National Population Commission | 2022
- **Care Giver** | Assurance Imperial Nursing Home | 2022
- **Data Analyst** | Planning, Research & Statistics group, NYSC Camp Lagos | 2020
- **Welfare director** | Teens Awareness Movement | 2020
- **Volunteer** "*I support every woman reproductive health*" Association of demography and social statistics | 2017

EDUCATION

Bachelor of Science | Demography & Social Statistics (second class upper)   September 2019

Obafemi Awolowo University, Ile-Ife, Osun State, Nigeria.

AWARDS/ ACHEIVEMENTS

- Certificate of Achievement, Virtual Assistant ALX   2024
- Certificate of Acheivement, Global Leadership Summit   2022
- Certified Participant Jobberman Soft-skills Training.   2021
- Certified participant ICT training, Obafemi Awolowo Univeristy, Ile Ife

  2015
- Meritorious service award National Association of Demography and social Statistics, OAU 2016

REFERENCES

Available upon request