

# Adeyinka Adewojo

Management Information Systems Graduate Student

Graduate Student of Management Information Systems with 6 years of experience in Operations, Data Analysis, Reporting and Product Support. Seeking to apply my excellent leadership, client engagement, problem solving, analytical and communication skills to fulfill a data-oriented company's business requirements.

## Work History

2018-09 - Current	<b>General Office Assistant</b> <i>UI Health Cancer Center, Chicago, IL</i> <ul style="list-style-type: none"><li>Kept physical files and digitized records organized for easy updating and retrieval by authorized team members.</li><li>Entered study data using Oncore, following procedures to keep information private.</li><li>Interacted with medical personnel's professionally by phone, email or in-person to provide and retrieve information for clinical trials.</li><li>Supported regulatory coordinators on special assignments, including study startup documentation and audit projects, through creation of study materials and document cleanups.</li></ul>
2013-10 - 2018-07	<b>Operations Manager</b> <i>Huawei Technologies, Victoria Island, Lagos</i> <ul style="list-style-type: none"><li>Initiated, monitored and completed payment reconciliation and settlement for all 3<sup>rd</sup> party media content providers.</li><li>Functioned as the key interface for 3<sup>rd</sup> party media content providers to maximize service efficiency and revenue generation.</li><li>Oversaw the vetting process for all 3<sup>rd</sup> party media content to ascertain conformance with telecoms regulatory provisions, and subsisting copyright guidelines.</li><li>Coordinated the Value Chain team of 4 employees and ensured over 90% of assigned tasks were completed.</li></ul>

## Personal Info

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## Skills

MS Excel	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Excellent</div>
Data Analysis	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Very Good</div>
Business Analysis	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Very Good</div>
Business Reporting	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Very Good</div>
SQL	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Good</div>
Python	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Good</div>

- Implemented a strategy to achieve an increase in monthly revenue of the Mobile Newspaper Service by 33%.
- Optimized the content providers payment processing duration reducing it by 42%.
- Developed detailed process documents and guides used for in-house and partner training.
- Prepared high-level daily, weekly, quarterly and yearly reports which were used by the management team for key decision making.

2011-08 -  
2013-04

### Product Support Engineer

*XMN Technologies, Ikoyi, Lagos*

- Recommended changes and improvements in products according to customer feedback.
- Reviewed all customer inquiries to understand project scope while managing internal disciplines to compliantly respond.
- Provided technical troubleshooting and problem solving for clients with installed system issues.
- Worked with the software developers to resolve technical problems, improve operations and provide exceptional customer service.
- Assisted in the data migration during a software swap for a client.
- Prepared procedural documentation for resolving issues.

## Education

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2018-08 -  
Current

### Master of Science: Management Information Systems

*University of Illinois At Chicago - Chicago, IL*

2007-10 -  
2011-04

### Bachelor of Science: Computer Science

*Bowen University - Osun State, Nigeria*

## Certifications

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2019-09

IBM Data Science