**Honey Damilola Omotadowa**

Fredericton, New Brunswick, Canada

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**PERSONAL SUMMARY**

Analytical and goal-oriented professional with a dynamic mindset, equipped with a diverse skill set. Eager to take on challenges, learn continuously, and contribute to organizational success.

**ACADEMIC BACKGROUND**

**Master of Computer Science (MCSC)** May 2024

University of New Brunswick

**Bachelor of Science in Computer Science (BSc)** October 2019

Afe Babalola University

Thesis: A Multifactor Authentication Access Control System

**EMPLOYMENT HISTORY**

**IT Support Officer**

Compliance Institute Dec 2019 – Dec 2021

* Conducted compliance certification exam by invigilating and providing technical support for 50+ examinees completing the assessment through Zoom and the official exam portal.
* Increased the organization’s website traffic through search engine optimization (SEO).
* Managed the official social media channels (Facebook, Twitter, YouTube, Instagram, LinkedIn) by creating visually appealing and engaging content, thereby increasing overall engagement and reach.
* Coordinated and liaised with key media outlets, including broadcast, newspapers, and radio, to advertise the Institute’s programs and events and increase brand awareness.
* Maintained the WordPress website by designing posts and banners, writing blog content, and marketing events and programs on a daily basis.
* Managed the email communication with the client database of 3000+ members by sharing tailored program information and addressing individual inquiries and concerns.
* Liaised with trainers from industry institutes, professional training groups, and financial compliance firms through phone, in-person and online meetings, and email correspondence, for collaborations, sponsorships, and consultation.
* Assisted in organizing and setting up physical and virtual training programs/events.

**Interim Station Manager**

Damilak Investments Limited Jun – Jul 2019

* Managed the filling station’s statement of accounts.
* Performed daily cash reconciliations and ensured accurate financial reporting.
* Monitored daily inventory levels of petroleum products (Petrol, Diesel, and Kerosene), ordered items as needed, and ensured timely deliveries.
* Developed and implemented marketing strategies to increase fuel and convenience store sales.
* Scheduled staff shifts and managed time-off requests to ensure adequate staffing.
* Handled banking transactions, including deposits and withdrawals.

**Intern**

New Horizon Limited Jun – Sep 2018

* Provided information and support to prospective students about course offerings and registration processes.
* Provided basic technical support to trainers and students using the Microsoft operating system during training sessions.
* Assisted in promoting events through various channels and coordinating logistics.
* Received lessons about object-oriented programming (OOP) – Java
* Assisted in preparing reports based on feedback to help improve the quality of training programs.
* Engaged in self-study and utilized available resources to improve knowledge in various IT domains.
* Digital Marketing

**Intern**

IT Department

University College Hospital (UCH) – Ibadan Jul – Sep 2017

* Participated in departmental meetings and contributed to discussions on improving IT services.
* Participated in training sessions and workshops to enhance technical skills and knowledge.
* Utilized available resources to develop myself in programming.
* General office administration

**SKILLS**

Microsoft Office Suite, Python, Tableau, SQL, Canva, Interpersonal skills, Communication, Time management, Multitasking abilities, Adaptability**,** Attention to Detail, Customer Experience, Creative writing.

**INTEREST & HOBBIES**

Reading | Photography