

# Honey Damilola Omotadowa

Fredericton, New Brunswick, Canada  
honeyomotadowa@gmail.com  
+1 5064618187

## 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