

Timofe Segun-ojo

Assistant Project Manager | Program Manager |
Operation Manager| Front end web Dev

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 Male  Nigeria  Timofe Segun-ojo

Professional Summary

Motivated and detail-oriented **Assistant Project, Program, and Operations Manager** and **Front-End Developer** with a strong foundation in technology education and hands-on experience in freelance project coordination, data entry, and web development. Skilled in managing timelines, streamlining operations, assessing risks, and delivering results under pressure. Recognized for leadership and organizational excellence in academic and church communities, with a passion for teaching, digital tools, and youth empowerment. Currently pursuing a **BSc in Technology Education** while actively building a portfolio of impactful projects and operational initiatives.

Professional Experience

02/2025 – Present	Data Entry Operator , Foursquare Gospel Church, Anthony	Anthony
	<ul style="list-style-type: none">Manage member data using CDM+ softwareCoordinated meetings and updates for a church-wide data projectGenerated monthly reports and maintained accurate records	
09/2023 – Present	Computer Teacher , Ola & Ayo Nursery/Primary School, Lagos	Lagos
	<ul style="list-style-type: none">Educate students on computer basics and digital literacyConducted hands-on sessions to build practical skillsDesigned and developed the school's website (in progress)*Fun fact: * Returned to teach at the same school where I served as Head Boy in 2016	

Education

2024 – 2028	BSc in Technology Education , University of Lagos
	<ul style="list-style-type: none">Course Representative, 2024 SetAssistant General Secretary, Technology Education Student Society (TESS), Aug 2025 – PresentNominated for *Best Course Rep (Fresher Category)* in 2024

2016 – 2022 **Senior School Certificate (SSC)**, LSSMC Badore

Skills

Project Coordination & Risk Assessment

Budget Planning & CB Analysis

HTML, CSS & Front-End Development

Data Entry & Reporting (CDM+, Google Sheets)

Teaching & Digital Literacy

Tools — ClickUp, MS Office, Google Workspace

Languages — English (Fluent), Yoruba (Beginner)

Inventory Management — odoo

work flow design — miro, click up

Charts Visualization

Interests

IoT Exploration, Game Development & Playing, Teaching & Mentoring, Portfolio & Web Design Projects (in progress)

Projects

2025 – 2025

AI Company Project, Technical Project Manager

- Leading the execution phase of a tech project for an AI startup
- Coordinating timelines, task assignments, and technical documentation
- Managing communication between developers and stakeholders

School Website Development, Front-End Developer

- Designing a responsive website for a local school using HTML and CSS
- Focused on accessibility, navigation, and mobile responsiveness

Data Update Project, Technical Project Manager

- Led a full-cycle data update initiative for a school
- Used ClickUp and Google Sheets to manage tasks and timelines
- Coordinated meetings and tracked progress using CDM+

Teens Week 2023, Event Planner & Coordinator

- Solo-planned the largest annual program for the Teens Church
- Managed logistics, team coordination, and event execution
- Oversaw communication, rehearsals, and volunteer scheduling

Certifications

Agile Project Management

— HP LIFE, 2025

CRM Fundamentals

— HP LIFE, 2025

Data Analytics

— Udemy, 2025

Diploma in Technical Project Management

— Udemy, 2025

Project Management with ClickUp

— Coursera, 2025

Project Management with Google Sheets

— HP LIFE, 2025

Inventory Management

-HP LIFE, 2025

Program Communication Management

Coursera, 2025

Internship Experience

2025

IoT Tech Intern

CodeAlpha — 2025 (Near Completion)

- Explored Internet of Things technologies and applications
- Participated in hardware-software integration tasks and basic sensor programming

Leadership & Awards

08/2025 – Present

Assistant General Secretary, TESS, UNILAG

2024 – 2025

Teens President, Foursquare Gospel Church, Anthony (Re-appointed)

2024

Course Representative, Technology Education, UNILAG 2024 UTME Set

2024

Teenager of the Year, Foursquare Gospel Church, Anthony

2023

Vice Teens President, Foursquare Gospel Church, Anthony

2016

Head Boy, Ola & Ayo Nursery/Primary School