

IBUKUNOLUWA SHOTUBO

CONTACTS

+254 792 067257
+234 818 0968619
i.shotubo19@launchpad.alx.app
mcblessing1@gmail.com
linkedin.com/in/mcblessing1

EDUCATION

2019 - 2020
**African Leadership Xcelerator
Nairobi, Kenya**
Leadership & Entrepreneurship

2012 - 2015
**Yaba College of Technology
Lagos, Nigeria**
Computer Science

SKILLS

- UI / UX Design
- Frontend Web Development
- Administration
- Leadership
- Public Speaking
- Resourcefulness
- Teaching / Training
- Counseling
- Team coordination & bonding
- Group Discussion Facilitation

INTERESTS

- Entrepreneurship
- Leadership
- Startups
- Administration:
Building Systems & Creating Order
- Solving Problems
- Cultivating Relationships

STRENGTHS

- Communicator
- Activator
- Empathetic
- Empowerment
- Strategic

EXPERIENCE

OghasTech - Web Development Lead
<https://www.oghas.com> - A startup connecting tailors to customers.
September 2018 - September 2019
Lagos, Nigeria

- Worked as the tech lead, started as the first web developer, ultimately growing to a team of 6 developers, 1 designer, and 3 interns.
- Worked on 4 web projects from scratch in the span of 10 months.
- Designed the front-end of the company's flagship product, with HTML, CSS, and Bootstrap, also worked on the back-end, with Laravel.
- Led and coordinated a team of three on product development, two PHP back-end developers and one UI designer.
- Adapted product's web designs to look better on the web than the product designs given.
- Trained 2 interns on web development for 2 months

Early Years Consult - Executive Assistant to CEO
<https://earlyyearsafrika.com> - An organization dedicated to facilitating and advocating for the provision of quality early care and education to the African child.
August 2013 - August 2019
Lagos, Nigeria

- Implemented and maintained procedures and administrative systems, including effective data and communication management.
- Setting up of training venues of 20 - 50 people.
- Handled tech-related responsibilities before, during and after training sessions e.g troubleshooting of computers, audio/visuals.
- Liaised with vendors, handled procurements, negotiations, and payments.
- Handled pre and post-sale communications with about 60% of the total client base.
- Often corresponded on behalf of the CEO and took on some of her responsibilities.

RCCG FullXpression - Office Administrator
A youth Church with a mission to reach young adults for GOD and transform them into leaders and agents of change.
June 2014 - May 2017
Lagos, Nigeria

- Communication manager: handled all communications within the community, SMS, all three major social media accounts, etc.
- Prepared workforce (including leadership team) of about 20+ for meetings and ensured effective communication and execution of responsibilities afterwards.
- Implemented and maintained both new and old procedures and administrative systems, including effective data and office management.
- Liaised with relevant organizations and vendors, handled procurements, negotiations and payments and all bank transactions.
- Interfaced between community leaders and the community.

EXTRA CURRICULAR ACTIVITIES

Head of Department - FullXpression's Voice
The musical and worship department of a youth church.
2018 - Present
Lagos, Nigeria

- I lead a worship team of 7 - 10 young people.
- Facilitate & moderate rehearsals.
- Share and manage responsibilities among team members.
- Lead worship sessions in church.
- Liaise with external bodies and church leadership.

Volunteer, Mentor - Solid Foundation Ministries
<https://solidfoundationngo.org> - An organization that creates an enabling environment for realising the full potentials of young people.
July 2016 - Present
Lagos, Nigeria

- Teach, guide, counsel and facilitate a group of teenagers, with the aim of helping them on the path of transiting into responsible and balanced adults in a team of 5.
- We teach them life principles, attend to their emotional health, facilitate team bonding sessions and generally engage them in activities and sessions to improve their physical, mental, emotional and spiritual health.