

OLUWAPELUMI FOLORUNSHO
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Summary

Solution-driven project manager with hands-on experience managing all aspects of a project from conception through delivery including planning, scheduling, resource allocation and reporting. I excel at conducting research, developing reports and presenting findings.

Work Experience

Towers Business Solutions Limited - Junior Project Manager

Lagos, Nigeria - January 2022 – to date

- Junior project manager for the *Asaba Airport Company* construction - characterized by identifying problems, conducting situation analysis and proposing solutions.
- Assisted in organizing and planning of Meetings between the *World Bank and the Fiscal Policy Reforms Committee of Nigeria (FPRC)* to discuss tax policy issues and reforms, as well as taking detailed minutes of these meetings.
- Managing of the *Road Infrastructure Tax Credit Scheme (RITCS)* for major road constructions in Nigeria, including management of various contractors.

Sme100Africa - Head of Programmes

Lagos, Nigeria - January 2021- December 2021

- Responsible for overall program development, implementation, evaluation and reporting of events and programs.
- Led the event planning committee to successfully organize the Annual 25 Under 25 Entrepreneurship Leadership Awards 2021.
- Coordinate all company programs including marketing and highlighting impact.
- Online media & communication management for our clients and our companies; including website update, press releases, social media management, content and video coordination.
- Worked closely with the line business manager to close business opportunities - attending and documenting client meetings as well as interpreting same to the Operations Department.
- Creation of proposals and plans for sponsorship of the womens' programmes.

100 Talks (Online Media House) - Talk Show Host

Lagos, Nigeria – May 2021- December 2021

- The official Host of the weekly Entrepreneurship Radio show; Business Connect.
- Host of the New Future Ambition Show; an online entrepreneurship talk show for young entrepreneurs in the creative space.
- Host of Conversations and Cocktails; a YouTube talk show for young people to express themselves concerning lifestyle, mental health and other topical issues amongst the youths.
- Radio script and talk show script writer.

Bilateral Communications - Communications & Programs Associate

Lagos, Nigeria. – July 2021 – December 2021

- Management of High-Net-Worth individuals' social media and online presence.
- Management of brand and online image, reputation management of clients.
- Content creation for allocated social media accounts and prompt delivery of specific requests of clients.

Access Bank (Head Office) - Retail Operations Officer

Lagos, Nigeria - January 2019 - January 2020

- Answered various queries from branches via telephone and email concerning bank verification number (BVN) issues.
- Sending frequent emails to branches across Nigeria concerning pending transactions and e-Reference defaulting.
- Collaborated with other member of my team to perform BVN bulk validation and met targets set by the team lead.

Guaranty Trust Bank (UK) Limited - Relationship Manager

London, England - July 2017 - August 2017

- Successfully processed various account opening applications which included composing a summary of each new customer and forwarding to the appropriated department for assessment, which improved my writing skills.
- Thoroughly processed various mortgage applications which included composing a stress test and calculating the capacity to pay of the applicant using documents provided by them.
- Collaborated with the other members of staff to solve peculiar problems that arose with some customers' accounts.

Pedabo Associates Limited - Audit Trainee

Lagos, Nigeria - July 2016 - August 2016

- Worked in a team to analyse and prepare management accounting for Sermatech Nig. Ltd and Power Holding Company of Nigeria (PHCN).
- Initiated a new time and cost-effective format for presenting accounting information which increased efficiency of the department.
- Dealt with the queries of clients on understanding the accounting information by suggesting a clearer presentation style which increased customer satisfaction.
- Gained skills in work culture and most effective ways to relate with the staff and clients while working with my audit team.

Social Achievements

Warwick Nigerian Society - Events & Dance Coordinator

- Successfully pulled resources and ideas from different sources together to create and organise outstanding events.
- Collaborated with the other members of the executive team to improve student welfare and school experience.
- Successfully created and taught an outstanding dance routine for the Warwick African Caribbean Society Annual Event: *Afro Fest*.

Warwick Law Society Pro-Bono

- Organized events on campus to create awareness of domestic violence and sexual abuse issues.
- Organized a Movie night fund raiser for the Coventry Rape and Sexual Abuse Centre.
- Raised 10% above expected gain from sales of snacks during the movie night.

Student Representative: Warwick International Foundation Programme, Leamington Spa

Outstanding Leadership Traits Award: Atlantic Hall Educational Trust Council

Member of Student Representative Council: Atlantic Hall Educational Trust Council.

Education & Academic Qualification

University of Warwick

BSc (Hons) Economics and Industrial Organisation

September 2014 - July 2018

Atlantic Hall School

International General Certificate of Secondary Education (IGSCE)

West Africa School Certificate Certificate (WASCE)

June 2007 - June 2013

Skills

Microsoft Office, Notion, Project/Event Planning, Public Speaking, Strong Communication Skills, Multitasking, Social media management, Digital marketing.

Other Interests

Mental, spiritual and emotional youth empowerment