

Deborah Oluwadamilola SHITTU

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SUMMARY

Experienced in data analysis, business strategy, and digital marketing, I have excelled in roles ranging from Data Analyst Intern to Business Analyst, demonstrating proficiency in Excel, SQL, Python, and WordPress. From conducting market research to crafting persuasive business proposals, I have contributed to informed decision-making and organizational growth. With a background in Computer Science and professional certifications in data analysis, I possess strong analytical skills complemented by expertise in front-end development and content management. I bring a diverse skill set and a track record of excellence in problem-solving, collaboration, and continuous learning to any team.

WORK EXPERIENCE

Oct, 2024 - till date **Retrocession Support Analyst** Continental Reinsurance Lagos, Nigeria

- **Retrocession Management:** Support the administration and oversight of retrocession agreements, ensuring compliance with reinsurance industry standards.
- **Data Analysis:** Analyze retrocession data and reports to identify trends, risks, and performance metrics that impact the reinsurance portfolio.
- **Reporting & Documentation:** Prepare and present comprehensive reports for stakeholders on retrocession activities, including premiums, claims, and recoveries.
- **Cross-Department Collaboration:** Work collaboratively with underwriting, claims, and finance teams to facilitate seamless retrocession transactions and ensure accurate data flow.
- **Regulatory Compliance:** Ensure all retrocession activities comply with internal policies and external regulatory requirements within the reinsurance sector.
- **Premium Reconciliation:** Assist in reconciling retrocession premiums and claims against accounting records, ensuring accuracy in financial reporting.
- **Contract Management:** Maintain detailed records of retrocession contracts, including renewals and terminations, and assist in the negotiation process.
- **System Maintenance:** Update and manage retrocession-related data in relevant databases and systems, ensuring data integrity and accessibility.

Feb, 2024 - till date **Data Analysis Instructor (Remote)** Freelancing Nigeria

- Developed and delivered comprehensive courses in data analysis, Excel, SQL, Power BI.
- Designed premium curriculum materials to cover all aspects of data analysis, ensuring relevance to industry trends.
- Provided personalized instruction and mentorship to students, fostering a supportive learning environment.
- Leveraged real-world examples and projects to enhance practical skills and knowledge retention.

April, 2024 - Sept, 2024 **IT and Digital Marketing Intern** Rutforce Marketing Services Lagos, Nigeria

- Conduct and maintain an accurate inventory of laptops and IT equipment used by staff within the office, ensuring all devices are accounted for and in good working condition.
- Facilitate boardroom meetings by displaying presentations and relevant content on the smart TV from your laptop to enhance team collaboration and productivity.

- Oversee the process of laptop repairs, including making repair requests when devices are malfunctioning, evaluating the repairs upon completion, and ensuring devices meet quality standards before being returned to the assigned staff members.
- Provide general IT support across the company, assisting staff with technical issues, troubleshooting software and hardware problems, and offering prompt and efficient solutions to minimize disruptions.
- Create email accounts and set up laptops for new staff members, ensuring all necessary software and configurations are in place for a smooth onboarding process.
- Collect and decommission IT equipment from departing staff, ensuring all company data is securely wiped and devices are prepared for reassignment or disposal.
- Create and edit content for the company's social media channels, including Instagram and LinkedIn, to increase visibility and engagement.
- Update and maintain the company's website, ensuring content is current, links are functional, and user experience is optimized.
- Liaise with external vendors for IT-related purchases and services, ensuring timely and cost-effective procurement.
- Develop and deliver training sessions for staff on the use of IT equipment and software applications; create and maintain user manuals and IT documentation.

Feb, 2024 - August, 2024 **Digital/Social Media Marketer (Remote)** Perzsi LLC Dallas, USA

- Content Creation and Management: Actively involved in creating engaging content for various social media platforms, editing images and videos with Canva and managing time schedules to maintain consistency.
- Research and Analysis for Informed Decisions: Conducting research on target audiences, industry trends, and competitor strategies to inform content and marketing strategies.
- Campaign Support and Performance Monitoring: Assisting with digital marketing campaigns and monitoring performance metrics to achieve marketing goals.
- Continuous Learning and Collaboration: Enthusiastically learning new digital marketing tools and techniques, collaborating effectively with team members, and adapting to new strategies.
- Customer Engagement and Attention to Detail: Engaging with customers on social media, addressing inquiries and feedback, while maintaining attention to detail in branding, messaging, and content scheduling.

Jan, 2024 - May, 2024 **Data Analyst Intern(Remote)** ACME Software Lab Nigeria

- Data Analysis and Visualization: Proficient in Excel for creating dashboards, visualizing data, and extracting insights.
- Python Project Collaboration: Actively contributing to Python-based data analysis projects within a team environment.
- Problem-Solving and Communication: Employing critical thinking to tackle challenges, presenting findings effectively, and continuously learning to enhance skills.
- Continuous Learning and Development: Engaging in ongoing upskilling in data analysis tools and techniques, problem-solving, and communication.

Nov, 2023 - May, 2024 **Business Analyst (Remote)** Worthrust Resource Limited Lagos, Nigeria

- Developing comprehensive business plans outlining strategic goals, market analysis, financial projections, and operational strategies to guide organizational growth and development.
- Crafting persuasive business proposals and visually engaging pitch decks to communicate ideas, project plans, products, or services effectively to stakeholders, investors, or potential clients.

- Conducting thorough market research, competitor analysis, and industry assessments to identify market trends, opportunities, and potential risks to support informed decision-making.

Nov, 2015 – April, 2024 **Assistant Library Officer** Mountain Top University Ogun, Nigeria

- Shelving and Library Assistance: Managed shelving and assisted patrons with finding materials, both physically and using the online catalog.
- Data Management and Integration: Collaborated with management to migrate and integrate data into the library's system.
- Technology Support: Provided assistance to patrons with library computers and internet access.
- User Education: Educated patrons on utilizing the online catalog and other electronic resources effectively.
- Administrative Duties: Cataloged new acquisitions, analyzed usage statistics, registered new users, and managed the integrated library system.

Sept, 2023 – Jan, 2023 **Data Analyst/WordPress Web-Dev Intern (Remote)** Desevens Digital Limited UK

- I installed coefficient on my Google sheet and I also connected the websites listed on the Google search console to my Google sheets
- I also added a website to a Google search console from scratch by using WordPress and I added the new website from Google search console to google sheet
- I use lookerstudio to create monthly analytical report for a website
- Designing and constructing web pages using WordPress platform
- Adding and organizing content on web pages to enhance user engagement.
- Effectively handling multiple tasks associated with WordPress website development.

EDUCATION

2023 PGDip. In Computer Science Caleb University Lagos State, Nigeria

2021 B.Sc. in Computer Science National Open University of Nigeria Lagos State, Nigeria

RELEVANT SKILLS

- Data Analysis Tools: Excel, SQL, PowerBI, Python (Matplotlib, Numpy and Pandas)
- Front end: HTML, CSS, JavaScript and Bootstrap 5
- Content Management Software: WordPress
- Software Proficiency: Microsoft Office (Excel, Word, PowerPoint), Google Suite
- Canva for simple graphics design
- Social Media Management
- Strong analytical and problem-solving skills
- Virtual Assistant

PROFESSIONAL CERTIFICATIONS

- Google Data Analytics Specialization on Coursera (2024)
- IBM Data Analyst Professional Certificate on Coursera (2024)
- Certificate of Completion for Data Analysis at Software Academy (2023)
- Certificate of Completion for Web Design and Development at Alabian Solutions (2018)