

JOY OKODUWA

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CAREER PROFILE

Highly analytical and adaptable graduate with a distinguished academic record and a strong foundation in problem-solving and operational efficiency. Passionate about leveraging data and technology to drive strategic outcomes, with growing skills in software development. Eager to apply a disciplined, results-oriented approach to an entry-level role within a dynamic organisation.

SKILLS

Technical Skills

- Frontend: HTML5, CSS3, Tailwind CSS, JavaScript (ES6+), TypeScript, React.js, React Router, Context API.
- Backend: Node.js, Express.js, MongoDB (basic CRUD, schema design), REST APIs
- Version Control & Deployment: Git, Gitlab and Vercel
- Others: Responsive Design, Mobile-First Development, Debugging, Google DevTools

Soft Skills: Excellent written and Oral Communication, Adaptability, problem-solving, Teamwork, Collaboration, Leadership, and creativity

Organisational & Digital Tools: Google Workspace (Docs, Sheets, Slides, Drive), Operational Management.

WORK EXPERIENCE

Admin/Listing Supervisor | E-Commerce Administration

Shopperlistic Enterprise *Aug-2024 -Present*

- Led a remote team of 5+ members, overseeing daily product listings on the company's e-commerce platform, ensuring 100% accuracy and meeting tight 24-hour turnaround deadlines.
- Acted as the primary liaison for team inquiries, complaints, and clarifications, reducing communication delays by 30% through prompt and structured responses.
- Conducted daily reviews of team submissions, maintaining a 98%+ approval rate for product listing accuracy and quality.
- Compiled and delivered comprehensive weekly and monthly performance reports, contributing to data-driven decision-making by upper management.
- Organized and facilitated structured weekly virtual meetings, increasing team alignment and workflow efficiency by 25%.
- Dispatched timely daily order summaries to supervisors, streamlining operations and supporting on-time order processing and fulfillment with zero delays reported during the reporting period.

Assistant Poultry Farm Manager (NYSC) | Amnon Multibiz Global Company

Nov 2023 – Oct 2024

- Managed daily farm operations, including sales and customer service, contributing to a 15% increase in client satisfaction and supporting consistent revenue growth.
- Administered essential livestock treatments with strict adherence to schedules, leading to a notable 20% improvement in animal recovery rates and overall herd health.
- Streamlined operational workflows by supervising the sorting and weighing of 100+ livestock weekly, boosting productivity and reducing processing time by 25%.
- Enforced strict hygiene protocols, resulting in improved staff working conditions and achieving full compliance with industry sanitation standards during inspections.

Fish Farm Site Manager (Internship) | Nigerian Institute for Oceanography and Marine Research (NIOMR) Oct 2021 – Mar 2022

- Ensured optimal health and growth of fish stock by consistently monitoring and adjusting water quality parameters.
- Improved overall farm efficiency by diligently maintaining feeding systems, contributing to operational optimization.
- Coordinated the safe and timely transportation of live fish to market, ensuring optimal conditions upon arrival and demonstrating logistical coordination skills.
- Maintained a sterile and organized laboratory workspace, upholding high standards of precision and attention to detail.

EDUCATION

University Of Ilorin, Ilorin, Nigeria

Bachelor of Science, Fisheries and Aquaculture | 2018 – 2023

CGPA 4.59/5.0 (First Class Honours) - Graduated top 5% of class.

SOFTWARE DEVELOPMENT TRAINING

- Software Development Training, SAIL Innovations LAB - Lagos, Nigeria.
- Career Development in Software Development , LinkedIn Learning

VOLUNTEERING

Vice President & Public Relations Officer | Agro-Allied CDS Group (NYSC)

march 2024 – Oct 2024

- Coordinated and supervised group activities, ensuring timely and efficient project execution across multiple initiatives.
- Managed a 50-member team, fostering collaboration, accountability, and leadership development through task delegation and mentorship.
- Led communication efforts, boosting group visibility by 30% through organized campaigns, public speaking, and digital outreach.
- Established partnerships with 5+ local businesses, securing sponsorships and community support for ongoing projects and events.