**AROWOJOLU TEMIDAYO MARY**

101 Ogunbiyi Crescent, Behind Isheri Police Station, Isheri, Berger, Lagos

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* Date of Birth: 3RD February, 1997
* Email: sheanjolu@gmail.com, temidayojolu@gmail.com
* Linkedin: www.linkedin.com/in/temidayo-arowojolu-47a357211
* MARITAL STATUS: Single
* NATIONALITY: Nigerian
* STATE OF ORIGIN: Ondo State
* L.G.A: Irele

**PROFILE SUMMARY**

I am an accomplished and dedicated Executive Assistant with a proven track record of providing exceptional support to executives and senior leaders. With 4 years of experience in fast-paced corporate environments, I possess a deep understanding of the intricate dynamics of executive-level operations and the ability to handle a wide range of responsibilities with finesse and efficiency.

**KEY SKILLS/ COMPETENCIES**

* Proficiency in Microsoft Office packages (Word, Excel, PowerPoint, Access).
* Proficiency in Google packages
* Strong verbal and written communication and analytical thinking skills.
* Speaks English and Yoruba languages fluently.
* Demonstrated expertise in decision making and policy formulation.
* Database management.
* Excellent customer service and relationship building.
* File maintenance and risk assessment and maintenance
* Ability to plan, organize and manage multiple projects and set priorities.
* Demonstrated knowledge of budgeting processes and an awareness of profit and loss concepts.
* Exceptional problem-solving skills.
* Can work within an ambiguous and fast-moving environment.

**WORK EXPERIENCE**

**LAGOS STATE DOMESTIC AND SEXUAL VIOLENCE AGENCY-** Ikeja,Lagos ***Mar 2022- Till date***

**Administrative Assistant**

* Organize and schedule appointments.
* Plan meetings and take detail minutes.
* Developed an SOP for the admin department of the agency and maintain its implementation.
* Work with an average of N120m budget used for programs and purchase of items yearly for the agency
* Plan events and programs according to every approved budget ranging from N10m-N120m.
* Work with the director of account and other financial accountants on the disbursement of each fund.
* Assist the social media manager to align the media content using video ideas to easily disseminate information that aligns with the agency’s goals to the public.
* Assisted with the social media page when it was brought down by Instagram at 8000 plus followers. Currently it now has about 1000 plus followers and counting on Instagram.
* Send and distribute emails, correspondence memos, letters, and forms
* Assist in the preparation of regularly scheduled reports
* Manage the provision of appropriate travel and accommodation documentation and services.
* Develop and maintain a filing system to ensure proper retirement of all disbursed funds.
* Order office supplies with an average of 1m monthly and liaise with over 20 vendors for proper running of the office.
* Head the logistics unit of ten drivers and ensured they are maintained properly.
* Act as the point of contact for internal staff of 150 and external visitors ranging from the Governor of Lagos state, First Lady of Lagos State, Permanent Secretary,Attorney General, Commissioner of Police, CEOs, MDs, among others.
* Liaise with executive and senior administrative assistants to handle requests and queries from senior managers.

**ONERADARR LIMITED**- Virtual, Lagos ***Apr 2021-Mar 2022***

**Executive Assistant**

* Booked travel and accommodations for the director.
* Managed the firm’s contact list.
* Prepared customer spreadsheets and kept online records.
* Organized managers’ calendars.
* Performed market research on smart home automation
* Supervised the building of a 1500 capacity event center project as well as personal structural buildings for the director.
* Addressed employees’ administrative queries
* Responded to emails and correspondence in a timely manner.
* Organized and maintained digital and hard copy files and records.
* Scheduled appointments and coordinated meetings.
* Prepared and edited documents, including reports, and presentations.
* Assisted with project management tasks, including research and coordination.
* Managed office supplies and equipment inventory and place orders monthly.
* Performed other related duties as assigned.

**ONERADARR LIMITED**- Lekki, Lagos ***Feb 2020- Apr 2021***

**Personal Assistant**

* Organized and attended meetings, including compiling all related documents and reports.
* Displayed absolute discretion at handling confidential information.
* Utilized personal and professional networks to identify, acquire and manage new clients.
* Oversaw personal and professional calendars and coordinated appointments for future events.
* Maintained appropriate filing of professional documentation.
* Updated executives on changing business needs by thoroughly documenting internal and client meetings.
* Responded to emails and other correspondence to facilitate communication and enhance business processes.
* Informed vendors of client’s project requirements to foster client satisfaction.
* Handled an average of 30 clients monthly

**JORDAN PLACE CHRISTIAN RETREAT CENTER-** Abeokuta, Ogun ***Jun 2019- Jan 2020***

**Receptionist**

* Answered the central telephone system and directed calls accordingly.
* Managed multiple tasks and met time-sensitive deadlines.
* Confirmed appointments, communicated with clients and updated client records.
* Monitored and screened visitors to verify accessibility to inter-office personnel.
* Scheduled and confirmed appointments and meetings for senior management team.
* Oversaw inventory activities, including materials monitoring, ordering or requisition and supply stocking or re-stocking.
* Maintained building security by monitoring log book and issuing visitor badges.
* Received and routed business correspondence to correct departments and staff members.
* Drafted professional memos, letters and emails to support business objectives and growth.

**TOFIT GREAT FOUNDATION NUR & PRY SCHOOL-** Ikorodu, Lagos ***May, 2013-Nov 2014***

**Personal Assistant**

* Responded to emails and other correspondence to facilitate communication and enhance business processes.
* Produced accurate office files, updated spreadsheets and crafted presentations to support the teachers and boost team productivity.
* Displayed absolute discretion at handling confidential information.
* Organized and attended meetings with or on behalf of the Director.
* Stood as a bridge between parents and the school management as well as manage communications

**SELECTED ACHIEVEMENTS**

* Successfully oversaw the overall management of the firm on behalf of the Director in Nigeria
* Managed high-profile clients with utmost confidentiality
* Customer service- developed long term relationships with customers which increased repeated businesses. Managed high turn-over rate while maintaining quality service.
* Business Development- enhanced the company's reputation and grew business by organizing and setting up the company’s headquarters without supervision.
* Supervised team of 6 staff members.
* Used Microsoft Excel to develop inventory tracking spreadsheets.

**EDUCATION**

* **UNIVERSITY OF ABUJA**- Airport Road, Abuja, Nigeria ***Jan 2015-Apr 2019***

B.A- Linguistics (Second Class Lower Division)

* **HOMAT COMPREHENSIVE COLLEGE**- Ikorodu, Lagos ***Sept 2009-July 2011***

Senior School Certificate Examination (SSCE)

* **INGLEWOOD ACADEMY**-Ikorodu, Lagos State, Nigeria ***Sept 2006-July 2009***

Junior School Certificate Examination (JSCE)

**VOLUNTARY MEMBERSHIP AND CERTIFICATIONS**

* Mckinsey Forward Program, Mckinsey Academy **(In View**) ***June 2023***
* Digital Marketing Skills, Digital Marketing Skills Institute **(In View)** **June 2023**
* Certified Customer Service Professional, (Chartered Institute of Customer Relationship Management) ***Aug 2022***
* Effective Customer Experience Management Training ***Aug 2022***
* Jobberman Soft Skills Acquisition Training ***Sept 2021***
* General Secretary, Gender Vanguard Community  ***Jan 2020***

Development Service CDS (NYSC)

* Vice President, Department of Linguistics and African Languages  ***Oct 2018***

**REFERENCES**

* **Name: Oladele Ogunleye- Director, Oneradarr Limited**

Email: ogunleye@oneradarr.com

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Address: 16b Udeco Medical Road, ChevyView Estate, off Chevron Drive, Lekki, Lagos

* **Name: Mrs. Titilola Vivour-Adeniyi-Executive Secretary, Lagos State Domestic and Sexual Violence Agency**

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Address: Novel house, Plot 3, Block J, Otunba Jobi Fele Way, Central Business District, Alausa, Ikeja

* **Name: Mr. Oluwaseyi Dasaolu- Director, Jordan Place Christian Retreat Center**

Email: seyidasaolu@yahoo.com

Phone Number: +447723342060

Address: Behind Guaranty Trust Bank, Asero, Abeokuta

* **Name: Dr. Yusuff Sulaiman, Head of Linguistics Department, University of Abuja (2018)**

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Phone Number: +2348037863375

* **Name: Mrs. Titilayo Ogunlola- Director, Tofit Great Foundation School**

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