**ADEREMI LUCAS AKINTUNDE**

**Entry-level Project & Product Manager ║Virtual Assistant ║Administrative Officer**

Address: No 9 Olatunji Street, U-turn Bus-Stop Abule Egba, Lagos State, Nigeria

**Gender**: Male ║ **Telephone** +2349063901491

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# CAREER SUMMARY

Result-driven entry-level project/product manager with a strong educational background in Economics, equipped with economic principles, project management methodologies, leadership practices and extensive training in Project/Product Management backed with practical experiences gained through internship in Project management and business development which provided me with hands-on experience in identifying opportunities for growth, analyzing market trends, executing projects to achieve business objectives. I have demonstrated my commitment to excellence in project management practice. I am eager to leverage my skills and experiences to contribute to the success of an organization that values growth and professional development. I am confident in my ability to drive project forward, facilitate cross-functional collaboration, and deliver results that align with the strategic goals of the organization.

# SKILLS & AREA OF EXPERTISE

* Leadership • Risk Management
* Project Planning & Team Management • Virtual Collaboration
* Market Research • Resilience
* Microsoft Office Proficient. • Design thinking
* Adaptability and detail oriented • Management and Client Assessment.
* Communication skills (Written and Oral) • Organization skills
* Emotional intelligence • Critical thinking & problem-solving.
* Appointment Scheduling and Time Management.

# WORK EXPERIENCES

**Corper’s Liaison Officer** (Administrative experience)

**OROLU LOCAL GOVERNMENT,** Ifon-osun, Osun State Nigeria.

(Nov. 2022 – Nov 2023)

* Managed the coordination of activities and initiatives for Corps Members within the Local government.
* Planned and executed skills enhancement workshops and training sessions for Corps Members, focusing on career development, leadership and other soft skills.
* Assisted in securing resources and support for the community development projects initiated by the Corps Members, helping them to make a positive impact on their host community.
* Represented the interest of the Corps Members within the Local government, ensuring their needs and right were acknowledged and addressed.

**Project Manager** (Remote Internship)

**GLOBALSHALA EDUCATION PRIVATE LIMITED,** Gurugram, India

February 2023 – March 2023

* Orchestrated the creation of project budget using bottom-up estimation approached and developed a comprehensive risk registers, contributing to accurate financial planning and proactive risk management for a Global Event (Experiential learning event).
* Secured a prestigious $2500 scholarship from the esteemed internship organizer at Saint Louis University through Excelerate learning platform, showcasing academic excellence.
* Skillfully devised project schedules utilizing network diagram and Gantt charts, optimizing project timelines. Additionally, crafted RACI charts to enhance project clarity.
* Proficiently identified and managed scope constraints, risk, issues, dependencies and deadlines, ensuring streamlined project execution.

**Innovative Consultant** (Remote Internship)

**GLOBALSHALA PRIVATE EDUCATION LIMITED,** Gurugram, India

August 2023– September 2023

**Business Development** (Remote Internship)

**GRANT THORNTON COMPANY,** Shaghai China.

March 2023 – May 2023

**Business Development** (Remote Internship)

**NEODOCTO INTERNATIONAL LIMITED,** Manhattan, New York

October 2021 – February 2022

# EDUCATION AND CREDENTIALS

Advanced Diploma -International Business Management (2023)

**ACADEMY EUROPE OPEN UNIVERSITY**

Post Graduate Diploma – Project/Product Management. (Jan 2022-Aug 2022)

**GRADUATE SCHOOL OF RETAIL BANKING,** Lisbon Portugal

**Bachelor’s Degree –** Economics, (2016 – 2021)

**Second Class** (Upper Division)

**ADEKUNLE AJASIN UNIVERSITY Akungba Akoko,** Ondo, Nigeria.

# CERTIFICATIONS, TRAINING AND MEMBERSHIP

1. **National Youth Service Corps 2023**
2. **Associate Member of Institute of Contract Project and Facility Management with membership No 0020062.** Ghana Chapter **2023**
3. **Lean Management Certification 2023** at Six Sigma Academy Amsterdam, Netherland
4. **Construction Project and Planning Management 2022** at Institute of Real Estate and Finance, India
5. **Smart Municipal Construction and Inspection 2023** at Guangxi Polytechnic of Construction, China

# EXRA-CURRICULUM ACTIVITIES

* **Founder** at Legend consulting with a vision to offer bespoke and innovative solutions to people seeking career advancement, overseeing all aspects of business operations from inception to present.
* Accenture North America Project Management Job Stimulation on [Forage.com](http://www.forage.com/) – (October 2023)
* South Africa Graduate Employer Association Project Management Virtual Experience program on [Forage.com](http://www.forage.com/) ( Feb 2023)
* Cognizant Agile Methodology Job Stimulation on [Forage.com](http://www.forage.com/) – (October 2022)
* Minter Ellison Infrastructure, Construction & Property Virtual Experience program on [Forage.com](http://www.forage.com/) ( Oct 2022)
* CBRE Commercial Real Estate virtual experience on [Forage.com](http://www.forage.com/) -(Nov 2022)

# INTERESTS AND HOBBIES

* Continuous learning & Reading • Leadership • Researching • Organization activities • Cooking
* Networking • Sport

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**Available upon request**