

LAWSON OLUWAYEMISI

CAREER PROFILE: Administrative officer with proven experience in coordinating office activities and operations to secure efficiency and compliance to company policies. Adept in technology, strategic planning and resourceful with excellent verbal and written communication skills. Seeking to work with any career-supporting organisation with a vision of being the best in performance and productivity.

Address: 24b ORETAN STREET, IJANIKIN, LAGOS | **Phone No:** 08027109395 | **email:** mailyemisi2001@yahoo.com

Work Experience

EXAMINATION INVIGILATOR | VICTVS GLOBAL/ 2019 TILL DATE

- Successfully Overseeing and supervising candidates during written examinations
- Ensuring that all procedures and instructions are followed in order to protect the integrity and security of the examinations and examination materials.

ADMIN REPRESENTATIVE | KRYSTAL DIGITAL NETWORK SOLUTIONS | 2014 – 2019

- Maintaining functionality of the portal.
- Supervising content for all pages and providing assistance to all personnel and external organization
- Perform tests on all configuration and upgrade processes and achieve all its objectives and maintain knowledge on new technology for all portal environment.
- Integrating new technology system in the portal and coordinating with the web administrator.
- Maintain status for all portal projects and assist to resolve all issues for new and existing channels and automate all processes.
- Coordinate with administrators and community members to implement all operational activities and determine all web server configurations.
- Customer service support- Attending to clients/customers' needs timely and efficiently resolving complaints.

MODERATOR | FEDERAL GOVERNMENT COLLEGE LAGOS | JANUARY 2018

- Planned and organized materials for the meeting of the southwest mock examination moderation exercise
- Sorted and typed the mock examination questions.
- Prepared and collated the typed material for final dissemination.

Skills

- Good verbal, presentation and written skills
- Adept in technology: proficiency in computer operations; Microsoft windows operating system and applications
- Strategic planning
- Resourceful
- Time management
- Detail oriented
- Empathy
- Problem solving
- Team player
- Adaptability

Education

HIGHER NATIONAL DIPLOMA (HND) in Urban and Regional Planning.

Yaba College of Technology, 2006 – 2011

Professional Affiliation

CISCO NETWORKING ACADEMY - IT Essentials

Awards

- Certificate of merit for Outstanding performance (Krystal Digital Network Solution) 2018/19
- Certificate of merit for Outstanding performance (Krystal Digital Network Solution) 2016/17
- Certificate of merit for Outstanding performance (Krystal Digital Network Solution) 2015/16

Personal Data

Sex: female

State of Origin: Lagos state

Nationality: Nigerian

References

Mr. Taiwo John Taiwo, Federal Government College, Ijanikin

Lagos. taiwotaiwo97@gmail.com

07030514303

Mr. Oluwatosin Oke, Uche Nwokedi & Co, Lekki Phase 1,

Lagos. ekonisot@gmail.com

08139294584

Mr. Imoleayo Osho, Bua International Ltd. PMB 033, Auchi Edo State. imoleayo.osho@buagroup.com

08084595708