

# ADEOLA OLAWOYIN COMFORT

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## PROFESSIONAL SUMMARY

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Resourceful Personal Assistant with a proven track record in seamless administrative support and project coordination. Adept at optimizing workflows, managing calendars, and utilizing tools for efficient task execution. Seeking opportunity to contribute exceptional organizational abilities and a commitment to streamlined operations to elevate team success.

## RELEVANT WORK EXPERIENCE

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### Administrative Assistant

*Dangote Projects Limited – Ibeju-Lekki, Lagos, Nigeria*

Oct 2022 – Present

- Utilizing project management skills to support senior executives, yielding efficient daily operations.
- Collaborating with team members to resolve complex administrative challenges, ensuring seamless operations.
- Conducting administrative tasks, including correspondence, report preparation, and data entry, maintaining a 95% accuracy rate.
- Proficient management of calendars, scheduling of meetings and handling appointments.
- Management of office inventory and supplies, reducing procurement costs by 10%.

## PROJECT MANAGEMENT EXPERIENCE

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### Project Coordinator (Volunteer)

*Team Illuminate -Lagos, Nigeria*

Aug 2023 – Present

- Collaborating with diverse teams and working closely with founder to execute initiatives aimed at environmental awareness and sustainability.
- Successfully coordinated the "Green Student Workshop" program for secondary school students in 8 secondary schools, focusing on climate change and environmental sustainability.
- Facilitated the launch of extracurricular clubs at host schools to promote ongoing engagement and education on environmental issues.

## SKILLS

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- Email management
- Scheduling and coordination
- Filing system organization
- Customer service
- Data research and analysis
- Microsoft Office Suite proficiency
- Time management
- Communication skills
- Problem-solving abilities
- Adaptability and flexibility

## CERTIFICATIONS

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*Project Management Professional (PMP)*

**The American Academy of Project Management (Nigeria Chapter)**

June 2022

## ACADEMIC DEGREES

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*Bachelors of Arts, English and International Studies*

**Osun State University**

2021