

# Quadri Fatima Omoyeni

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## Quadri Fatima Omoyeni

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## Skills

Critical thinking, Problem-solving skills, Content creation/writing, Communication skills, Teamwork, Time management, Marketing, Project management, Active listening, Leadership, Word press, Research, Attention to detail, Customer relationship management (CRM), and Copy editing.

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## Experience

### Contact Marketing Service/ Open market sales ambassador

JULY 2016 - DECEMBER 2016

Oke-Arin Market Lagos Island

I was hired by Contact Marketing to represent Unilever as a brand ambassador. I was given responsibility for a wholesaler and the task of boosting sales by reaching out to current and potential customers and scouring the market for new customers. I also had to keep records of all Unilever product-related sales and collate reports from other sales ambassadors in the market. My marketing and communication abilities improved throughout this time, and my passion for marketing grew.

### Youth Cooperating Out of Poverty (Y-COOP) / Content Creation intern

February 2018 - May 2018

As an intern, I had to create content for the organization's events and shows, as well as come up with show ideas, reply to emails, write letters, and update social media platforms.

### Yaba College of Technology / Chief Whip

January 2018 - December 2018

Yaba College of Technology, Yaba, Lagos

Served as the chief whip of the Association of Mass Communication Students for an entire academic session. The position of chief whip gave me my first real leadership position as I was a student representative and had to live up to certain expectations.

### Babcock University/ Resident Assistant

January 2020 - March 2020

Babcock University, Ilishan-Remo, Nigeria

As a resident assistant, I was in charge of ensuring all students in the Hall of residence complied with the guidelines put in place by the institution, I also kept a record of all student's whereabouts every day.

### **Babcock University/ Resident Assistant**

November 2020 - December 2020

Babcock University, Ilishan-Remo, Nigeria

As a resident assistant, I was in charge of ensuring all students in the Hall of residence complied with the guidelines put in place by the institution, I also kept a record of all student's whereabouts every day.

### **iVEN Digital/ Digital Marketing Intern**

June 2021 - August 2021

Plot A4, Justice GBA Coker Estate, CBD Alausa, Ikeja

As a digital marketing intern, I was responsible for creating content for email marketing, blogs, and social media postings and generating customer leads.

### **Hubslides/ Web Content Writer**

July 2021 - September 2021

Remote

My job as a web content writer required me to create contents for a variety of websites in a variety of categories, which required me to conduct research and also develop time management skills because most contents had a timeline.

### **Babcock University/ Resident Assistant**

September 2021 - November 2021

Babcock University, Ilishan-Remo, Nigeria

As a resident assistant, I was in charge of ensuring all students in the Hall of residence complied with the guidelines put in place by the institution, I also kept a record of all student's whereabouts every day.

### **Hubslides/ Web Content Writer**

May 2022 - September 2022

Remote

My job as a web content writer required me to create contents for a variety of websites in a variety of categories, which required me to conduct research and also develop time management skills because most contents had a timeline and the was a set amount of article each writer is expected to complete each month.

### **Satoshi Media Limited/ Web Administrator**

September 2022- Present

Remote

As a Web Administrator, my responsibility included uploading and updating contents on websites while ensuring that all relevant information, such as SEO, Meta description, internal links, and more, are appropriately placed to meet client expectations and reach the appropriate audience.

### **Intel Me Academy/ Operations Manager**

January 2023- March 2023

10 Shiro Street, Fadeyi, Lagos

As an operations manager i had to assist in the development of policies, the

monitoring of compliance, the identification and resolution of issues, the forging of coalitions, and the facilitation of worker communication by providing inspired leadership.

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## Education

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### **Babcock University/ Bachelor of Science - BSc Mass Communication**

September 2019 - July 2022

Ilishan-Remo, Nigeria

I studied Mass Communication at Babcock University, my major was in Public Relation and Advertising.

### **Yaba College of Technology /National diploma In Mass Communication**

September 2016 - December 2018,

Yaba, Lagos.

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## CertificateS/Awards

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- Certificate Of Office as a member of the Student Representative Council (SRC) Yabatech Charter 2016/2017
  - Award of Excellence as Cheif Whip of the Association of Mass Communication Students (AMACOS)Yabatech Charter 2018
  - People's Choice Award as Socialite of the Year 2018 Yabatech Charter
  - Certificate Of Leadership Mass Communication Students Association, Babcock University
  - Certificate of Service Lighthouse Chapel Babcock University
  - New Horizon Certificate of Completion of the following courses: Microsoft Word, Excel 2016, EC-Council Customer Relationship Management, and Project Managemet
  - Jobberman Soft-Skills Training Certificate
  - Google Digital Skills For Africa: Fundamentals of Digital Marketing Certificate
  - Google Digital Garage; Basic Digital Skill Training Certificate