

OLUWATOBI BOLUWATIFE OLUJOBI

A result-oriented communication enthusiast, with a demonstrated history in Corporate Social Responsibility, and Corporate Communications. I am an idea oriented and innovative personal. I have hands-on experience in public relations, content creation, news research and scouting, and advert creative writing by virtue of my work experience. I am interested in furthering a career in Corporate Social Responsibility, Public Relations, and Corporate Communications.

EXPERIENCE

FMDQ Group, Victoria Island, Lagos State

Corporate Responsibility Officer (Intern) / June 2019 - Present

- Worked in a team that was responsible for defining and developing strategies to underpin the company's sustainability and CSR objectives
- Assisted with researching and implementing new CSR and sustainability initiative
- Researched industries best practices and report-out CSR and sustainability headlines communication by scanning newspapers for relevant stories
- Assisted with preparing and compiling the company's CSR and sustainability activity/initiative report
- Assisted with planning and execution of the company's CSR events/programmes
- Worked on a team responsible for the creation of detailed plans to build a symbiotic relationship with the company's stakeholder

Lagos Television, Ikeja, Lagos State

Editing Department (Intern) / May 2018 – August 2018

- Worked on a team that created events and programs for the execution of LTV's Corporate Social Responsibility and boosting of its corporate image. (LTV children's day fun-fair and Lagos fair)
- Worked on a team that created and executed content for "Eko Enterprise" a monthly program designed to empower Lagos state entrepreneurs
- Handled compilation of news and entertainment programs and designing programs end remarks
- Handled Writing of scripts for Television and radio advert

Programs department

- Supported the programs department in external coverage of events

Babcock University, Ilishan-Remo, Ogun State

Work Study Program (Resident Assistant, Queen Esther hall) /November 2017 – April 2018

- Active involvement in compilation and recording of student's activity within the hall of residence
- Regularly worked with hostel administration to ensure students' compliance with rules and regulations
- Worked in a team of eight (8) to ensure the smooth running of facilities in the hall of residence

EDUCATION

Babcock University, Ilishan Remo, Ogun State

August 2015 – June 2019

- Relevant Course Work: International public relation and advertising, Organization, and management of PRAD agencies, Media planning and management, advert and creative writing technique, PR techniques and implementation, Integrated marketing communication, project management
- Class of Degree: Second Class Upper (CGPA- 3.99/5)

CONTACTS

T: +234-816-404-2380

E: tobiolujobi6@gmail.com

A: 9A, Oladipo Soyebo Close, Omole Phase 1, Ikeja Lagos

SKILLS

- Effective Business Writing Skills
- Proficiency the use of Microsoft Word, Microsoft Excel, Microsoft PowerPoint
- Excellent Presentation Skills

My name is Oluwatobi Boluwatife Olujobi, a recent graduate from Babcock University. I am writing to express my interest in acquiring a position at ACT Foundation. I am currently at FMDQ Group on an internship programme to complete my National Youth Service Corps (NYSC). I sit with their Corporate Responsibility Group. As I am now of completing my NYSC, I am seeking unique to opportunities work in these fields to hone my knowledge.

I have a Bachelor of Science (Hons) in Mass communication with a Second Class Upper (CGPA- 3.99/5)

My name is Oluwatobi Boluwatife Olujobi, a recent graduate from Babcock University. I am writing to express my interest in acquiring a position at ACT Foundation. I am very familiar with the company's excellent reputation in addressing several challenges thatNigeria.

I am currently at FMDQ Group on an internship programme to complete my National Youth Service Corps (NYSC). I sit with their Corporate Responsibility Group.

I had the pleasure of speaking with Mr. Mike Jefferies, the head of marketing at your company, and he suggested that I contact you about possible job openings in your sales division. I am currently seeking a position where I can utilize my superior sales abilities for the benefit of a company who specializes in the international marketplace.

My sales experience encompasses 5 years in the entertainment and promotion industry as well as 7 years in the accommodation and special event industries. As a senior sales consultant for Brandiff Services, I managed multimillion-dollar accounts with clients located in Europe, China and the United States. At Leonard Enterprises, I averaged annual sales upward of 7 million. I am a published author and my book, Best Practices in Effective Sales Communications, is now used by universities across the United States as part of their business curriculum.

I possess excellent persuasive communication skills and I am able to communicate with people at all job levels. I am experienced in both national and international customer presentations and negotiations. I hold a master's degree in Corporate Communications with a minor in Foreign Business Management and certifications for Intercultural Communication and Persuasive Communication. I am extremely detail orientated, highly motivated and my work ethic is second to none.

I would appreciate the opportunity to meet with you in person and to discuss any job openings within your organization. I prefer to handle international contracts but am willing to work national accounts as well. Please call me at (555)-555-5555 or contact me by email at [email] to arrange an appointment time that is mutually agreeable. I am enclosing a copy of my resume for your consideration. I look forward to meeting you.