

# OLUWATOBI BOLUWATIFE OLUJOBI

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## CAREER SUMMARY

A result-oriented communication enthusiast, with a demonstrated history in Corporate Social Responsibility, and Corporate Communications. I am an idea-oriented and innovative with 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.

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## 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)

## EXPERIENCE

**Corporate Responsibility Analyst (NYSC)**

**FMDQ Group, Victoria Island, Lagos State**

*June 2019 - Present*

- Successfully executed FMDQ-Next Financial Literacy Programs that involved leading a team of 10 people in the daily planning, procurement of materials, and preparation of all necessary activities that led up to the event
- Successfully executed the training of 50 for underprivileged and vulnerable youths in across Lagos State via the FMDQ-Next Financial Literacy Programs by leading a team of 8 in the daily planning, outsourcing, and organization of activities that led up to the event
- Worked on a team of 10 that successfully executed the FMDQ-Next-Financial Literacy Online Webinar Series
- Worked on a team of 3 to accomplish the execution of the FMDQ Staff Corporate Philanthropy Commitment
- Responsible for tracking and analyzing progress and impact of all FMDQ's CSR activities
- Responsible for the compilation of post-event report of all FMDQ-Next Financial Literacy Programs
- Worked in a team that was responsible for defining and developing strategies to underpin the company's sustainability and CSR objectives
- Responsible for the researching and proposing of new CSR initiative to increase FMDQ's impact in the society
- Responsible for the researching of industries best practices, competitors scooping and reporting CSR and sustainability headlines communication by scanning newspapers and all social media platforms for relevant stories
- Liable for the preparation, compilation, and communication of the company's CSR and sustainability activity/initiative
- Worked on a team responsible for the creation of detailed plans to build a symbiotic relationship with the company's stakeholder
- Built, maintained, and updated the FMDQ-Next information Database
- Responsible for the preparing minutes for the Marketing Communication Division productivity meetings

**Junior Editor (Intern)**

**Lagos Television, Ikeja, Lagos State)**

*May 2018 – August 2018*

- Successfully executed the LTV Lagos Fair Initiative by leading a team of 5 in the orchestration and implementation of all the necessary activities
- Worked on a team that created events and programs for the execution of LTV's Corporate Social Responsibility and boosting its corporate image. (LTV children's day fun-fair and Lagos fair)
- Successfully executed 2 programs for "Eko Enterprise" a monthly program designed to empower Lagos state entrepreneurs by sourcing vendors who provided insight on the program
- Created content for 1 television and radio advert script
- Handled compilation of news and entertainment programs and designing programs end remarks
- Handled Writing of scripts for Television and radio advert
- Provided ideas and insight that helped boost LTV's social media impact
- Supported the programs department in external coverage of events

## SKILLS

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

- Excellent Presentation Skills