

TOLULOPE BADAMASSI

Value County Estate Sangotedo, Ajah, Lagos. | badajoel04@gmail.com | +2347069358691

Solutions oriented **Administrative Executive** with demonstrable skills in Managing C-Level Executive and a wide array of duties, including maintaining confidentiality among the executive-level team and representing the organization to other businesses at the executive level.

AREAS OF INTEREST

- **Business Development**
- **Project Management**
- **Process Management**
- **Web Development**
- **Business Analysis**
- **Project Monitoring and Event Administration**
- **Graphics Design**
- **Customer Relationship and Management**
- **Digital Marketing**
- **Reporting and Analysis**

KEY SKILLS ASSESSMENT

- Exceptional interpersonal/team building skills including the ability to communicate with all levels of the organizations and participate on multi-functional teams.
- Proficient with Wix, Canva, G-Suite, MS Office Suite (Word, Powerpoint, Outlook and Excel)
- Experienced in providing clear and concise data using these tools to different levels and audience types across the organization.
- Ability to work in a constantly changing and nebulous environment with limited direction
- Good time management, well-organized, consistently meets commitments and creates high-level deliverables
- Strong analytical and problem-solving skills, and proactively anticipates and solves problems or issues before they occur or become critical

WORK EXPERIENCE

ActivEdge Technologies Limited - Lekki, Lagos

Executive Assistant to the CEO

Dec 2020 to Present

- Managed and ensured effective running of the office of the CEO.
- Assisted the CEO to manage workflow and office deadlines.
- Provided administrative assistance, and quality control checks on assigned CEO's presentations prior to public use.
- Maintained comprehensive and accurate financial records and processed requisition for the CEO's office.
- Managed the CEO's calendar, booked appointments and prioritized necessary tasks.
- Organized, scheduled meetings, prepare agendas, and sent reminders.
- Monitor and manage the CEO's internal and external correspondence.
- Prepared travel itinerary and coordinated travel logistics.

1st CRT Management Services - Lekki, Lagos

Education Abroad Counselor

Mar 2017 to Dec 2020

- Counsel and advise Student and Parents on available study options to enable them to achieve desired study abroad objectives.
- Process study applications by reviewing students' undergraduate and postgraduate applications and conclude with appropriate school's admission or international office.
- Facilitate and coach students in preparation for entry assessment (online or physical)
- Manage students Visa applications for compliance with immigration requirements and prepare students for visa interviews.
- Liaise with school's admission team to get students discounts and scholarships.
- Organize and manage Education fair for 1st CRT, partner schools and other bodies.
- Participate in Education events to build 1st CRT network of foreign and local school partners.
- Recruit new student for partner schools.
- Planning and implementing communication strategies to effectively convey information to students.

Recruitment & Training Administrator

Feb 2017 to Present

- Screening and shortlisting candidates before employers interview them.

TOLULOPE BADAMASSI

- Interviewing and testing job seekers to create a pool of people ready to fill vacancies.
- Complete pre-employment requirements respective to operating group, state, and funding regulations; alerts the hiring manager and Human Resources with any concerns or discrepancies relative to: Background checks, reference checks, other pre-employment requirements and delivery of offer letters to the selected candidates.
- Headhunting candidates for executive or specialist jobs; Matching candidates to suitable jobs.
- Build and Manage relationships through customer- centric service for new and existing employers to generate business.
- Marketing training courses effectively - Generating New Leads/Business
- Keeping records of job seekers, clients, employers, trainees and vacancies for close monitoring to ensure repeat business.
- Communicate required next steps with candidates, including completion of secondary application.
- Review recruitment policies to ensure effectiveness of selection techniques and recruitment process.
- Using Social Media to promote the business/events/jobs etc.

Graduate Intern

Aug 2016 to Jan 2017

- Collation of candidate data into recruitment pool using Microsoft tools.
- Review of candidate CV and Resume.
- Sourcing of candidates for available vacancies; Sourcing for potential clients and collation of client data.
- Updating the recruitment and client database; Interviewing of applicants for available vacancies.
- Planning and organization of training and workshops

Achievement

- Introduced Critical Thinking and Verbal Reasoning testing for candidates: This has helped in -streamlining long list of applicants by allowing each candidate to determine their communication level.

Social Media Manager

Discount Drycleaners Limited - Lekki, Lagos

Jul 2018 to Jul 2019

- Maintained online presence and ran social media advertising campaigns.
- Formulated high-quality content for each social media campaign.
- Building brand awareness by engaging relevant influencers.
- Managing the online communities to ensure respectful and appropriate engagement.
- Responding to comments and inquiries on each of our accounts.
- Overseeing customer service provided via social media.
- Analyzed data to determine effectiveness of social media campaigns.

Supervisor

Fish Farm - Ipaja, Lagos.

Feb 2016 to Nov 2016

- Rearing of fingerlings in a highly intensive system
- Ensure fishes are provided required nutrient using both Local and imported pelleted feed.
- Ensured proper maintenance of the rearing tanks.

Undergraduate Intern

Nigeria Institute for Oceanography and Marine Research - Victoria Island, Lagos

Aug 2014 to Jan 2015

EDUCATION

BSc. Fisheries, University of Lagos 2015

CERTIFICATIONS AND LICENSES

Diploma in Personal Nutrition - May 2016
Digital Marketing - Google - Mar 2016