

# Ololade Sappor

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## Professional Summary/Profile

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I am a young professional with over 4 years' experience working majorly in Operations Management, Social Media marketing and Events management roles. All fast paced sectors which I have been able to efficiently handle with my knack for proffering solutions and executing projects. I am detail oriented and solutions driven and an asset to any team/organization I work in.

## Skills

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### **Non-Technical Skills**

- Attention to detail.
- Creative.
- Data Entry.
- Excellent verbal and written communication.
- Highly communicative and collaborative.
- Independent Self-Starter.
- Logistics management.
- Meeting with internal and external stakeholders.

- Scheduling.

### **Technical Skills**

- Google and Microsoft Office Suite.
- Remote work tools- Slack, Zoom and Trello.
- Social media- Community and content management, Canva and Preview.
- Event coordination and management- Cvent, Eventbrite and Trello.
- Event styling and decorations.

## Work History

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JAN 2021 to date

**EVENT MANAGER | RIAS EVENTS**

- Planned and coordinated Nigerian traditional and white wedding events with a guest size of 700 and 1200 people respectively in 10 days.
- Supervised a team of coordinators to achieve event decorations and planning goals.
- Worked in a team and supervised event staff, vendors, food caterers, servers, and other hired hands.
- Venue scouting, set design, location décor and (some décor I handled myself), seating and other duties of an events manager.
- Planned and coordinated Bridal Showers, Christmas Carols and Children's day events. I coordinated logistics, finances, venues, preparation, panning and closeout of events.

AUG 2019 - AUG 2020

**PROGRAMS COORDINATOR | HARVARD BUSINESS**

**SCHOOL ASSOCIATION OF NIGERIA (HBSAN)**

- Organised and coordinated major corporate events including their biggest event, the annual Black Tie Dinner party from registration to sponsorship to marketing and execution. The event hosted 300 HBS alumni, business partners and sponsors.
- Successfully sourced venue locations- handling logistics and location scouting for all association events.
- Enforced administrative policies.
- Worked in a team to create and organize yearly activities calendar by ensuring alumni feedback from previous year was taken into action. This brought a 30% increase in Alumni attendance.
- Ensured implementation of HBS practices.
- Data Entry of all information into alumni database of over 527 alumni members.

## FEB 2019 - MAY 2019 CORPORATE COMMUNICATIONS ASSISTANT | HONEYWELL GROUP LIMITED

- Communicated effectively across all 10 operating companies under the Honeywell Group.
- Generated daily reports of the news on everything pertaining to Honeywell group.
- Managed and created content for all its social media platforms- LinkedIn, Instagram, Twitter and Facebook.
- Worked with marketing team to film, produce and create the Organizations International Women's day social media campaign.
- Created functional social media strategy templates for the organisation.

## NOV 2018 – DEC 2018 BUSINESS DEVELOPMENT MANAGER | KORBI COLLECTIVE

- Customer service representative liaising one on one with the HNI clients.
- Created engaging content for Instagram which brought about first 300 followers in the space of 1 week.
- Coordinated the official launch party from vendor sourcing to talent management and event coordination. Achieved 100% guest turn over and 70% sale on items for the night.
- Via customer engagement and social media marketing, was able to gain 3 new celebrity clients.
- Efficient organization of inventory with 150 designer clothing.
- Creatively assisted with marketing campaign by arranging photoshoots and creatively directing the process.

## APR 2017 - AUG 2017 INTERN | HARVARD BUSINESS SCHOOL ASSOCIATION OF NIGERIA (HBSAN)

- Wrote the bi quarterly newsletter.
- Hired and directed all vendors for event projects, from photographers, gift vendors, event planners, venue managers, etc.
- Managed Instagram, Facebook and Twitter accounts. I grew the Instagram followers by 120% more than the previous follower count.
- Created content and designed graphics for all flyers, newsletters and birthday cards to celebrate the association members and for event publication, twice a month.
- Worked in the programs coordination team with scheduling all meetings for board members.
- Coordinated the Mid-year mixer with over 200 guests. From registration via Eventbrite, venue sourcing to coordinating.
- Created a solution, by putting together a program to help ease the learning/adaptation process from leaving HBS to settling down in Nigeria. I created a video production that discussed current trends in all industries necessary, to ease the settling down process in Nigeria for most recent HBS graduates.

## Education & CERTIFICATIONS

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<b>B.Sc. Mass Communication</b> Pan Atlantic University	Sep 2018
<ul style="list-style-type: none"><li>• Class President</li><li>• Student Activities Officer - Student Council</li></ul>	
<b>Certificate Course in Hospitality Management</b> , Wave crest College of Hospitality	Sep 2014
<b>Digital Training Program</b> , She Leads Africa	Jul 2020

## Volunteer EXPERIENCE

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- Coordinators assistant - Dorcass Benevolent Foundation
- Volunteer - CS DON Run for a Cure
- Volunteer - PAU Community Service Project
- News source assistant - Maggie Fick, Financial Times West African correspondent.