

OGUNTOYINBO DAMILARE

PRAISE

Ijebu-ode, Nigeria.

(234) 7061560502

damilare30341@gmail.com

PROFESSIONAL SUMMARY

Successful Project Manager with high-level skill in budget development, project scope and risk management. Manages project scheduling, deliverables coordination and recordkeeping. Meets stringent deadlines with expert preparation and on-going monitoring. Strategic manager promotes superior record of bringing small- and large-scale projects to completion on time and under budget. Leverages strong financial acumen and risk management prowess to monitor and control expenditures. Professional Writer with creativity and technical know-how necessary for work. Consistent in meeting deadlines and reliable in producing error-free copy. Skilled in using variable wording, voice and complexity based on target audience makeup. Accomplished Writer with smart approach and good public relations skills. Writes expertly and quickly to keep projects moving and readers satisfied with new works. Knowledgeable about production processes and diligent about editing pieces to create high-quality finished products.

EXPERIENCE

STELLAR OMINIFIC, IJEBU-ODE, NIGERIA Nov 2020- till date

GENERAL MANAGER OF PROJECTS

- Assessed project parameters and milestones to furnish status reports, addressing delays or constraints.
- Monitored project availability and costs to optimize resource utilization.
- Verified project plan feasibility to facilitate communication with stakeholders.
- Managed change control procedures to complete project deliverables within cost, timescale and resource budgets.
- Leveraged financial acumen to manage project costs, detect overages and reallocate budget.
- Led project planning and development, quality control and final review to control milestones and deliverables.
- Prepared overall project plan and controlled delivery of individual elements.
- Coordinated project teams, outsourcing work where required.
- Translated project strategy directives into successful tactical plans to execute on-time deliverables.

SKILLS

- Microsoft word
- Math Competency
- Ability to multitask
- Book promotion
- Fashion trends
- Makeup application
- Positive attitude
- Project management
- Writing
- Content creation
- Client collaboration
- Idea brainstorming
- Editing and proofreading
- Time management

LANGUAGE

- ✓ English - Native speaker/Expert
- ✓ Yoruba – Mother's tongue

AWARD

- ❖ Prefect Certificate

NOVELIST

- Completed work to project specifications in accordance with editorial guidelines.
- Managed creative process and daily workflow using productive planning, self-motivation and prioritization.
- Assessed adherence with specifications, legal requirements and standards for content, format and style.
- Gathered information on breaking news and trends and compiled into engaging stories.
- Wrote thoroughly researched, genuinely helpful content geared toward search engine visibility.
- Proofread documents and sequence diagrams written by developers, SMEs and architects.
- Gathered, wrote, validated and updated training material, end user documentation, operations manuals and technical user guides.
- Elevated organizational messaging with delivery of high-quality content and editing of public-facing content.
- Edited documents to meet best practices and standards, following established guidelines.
- Boosted online presence and engagement with creative blog posts, social media content, webinars and video scripts.
- Drafted clear copy to explain and interpret product features and technical specifications.
- Managed creative projects throughout development and production, conferring closely with clients, editors and publishers to incorporate revisions and improve results.

EDUCATION

MAYFLOWER SCHOOL, IKENNE-REMO, NIGERIA **2017-2020**
Senior Secondary School Certificate (SSCE)

Achievements

- Elected Chief Labour Girl in 2019
- Member of Press Club
- Graduates in top 5% in Class

ANGLICAN GIRLS' GRAMMAR SCHOOL, IJEBU-ODE, NIGERIA **2014-2017**

Junior Secondary School Certificate (JSSCE/BECE)

Achievements

- Elected as class captain in the year 2014
- Member of Jet club