1. Name: Grace Owoseni Email: **owosenigrace04@gmail.com** Telephone: +2348136156105

**Summary**

Grace Owoseni is a professional with over 6 years professional experience in the Nigeria, West Africa. Her expertise spans project management, advertising, human resource management and event management for public and private sector organizations. Ms. Owoseni has spent her career developing strong working relationships with stakeholders at local, state and federal levels. Her efforts have focused on promoting best practices in managing small to medium projects and deriving value for money.

She was engaged as a Project Manager with SME Multisystem, achieving client retainership and cost reduction in overheads achieved through negotiation skills. As a Corporate Relations Manager with Legacy African Hub (LAH) Technology, she coordinated activities across multiple departments to achieve measurable results underpinning the firm’s competitive edge in the technology market. As a consummate professional, she understands the need for value driven ecosystem while delivering measurable outputs.

1. **Education:**

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| Institution[Date from - Date to] | Details |
| Digital Marketing Skills Institute | Digital Marketing  |
| Utiva Inc. 2020 | Data Analytics diploma in view |
| Novelle Institute 2020 | Certificate in Project Management |
| Novelle Institute 2020 | Certificate in Human Resource Management |
| Deutsche Gdeutsche Gesellschaft fur Internationale Zusammenarbeit (GIZ) 2019  | Employability Training |
| Federal University of Technology, Akure, Ondo State (2012-2019) | BSc Applied Geophysics  |

1. **Language skills:** Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

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| --- | --- | --- | --- |
| Language | Reading | Speaking | Writing |
| English | 1 | 1 | 1 |

1. **Technical skills:** MS Excel, MS Word, MS Power Point, Canva, Autocad, Winresist
2. **Key qualifications:** Digital Marketing, Advertising, Show Production, Project and Product Management, Marketing, Human Resource Management (HRM), Verbal and written Communication skills, Negotiation skills, Presentation skills and Public Speaking, Time Management, Desktop Publishing and Graphic Design.
3. **Volunteer Experience:**

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| --- | --- |
| Organization |  |
| Leap Africa 2020 | Member of the Communications team  |
| Rebook Africa 2020-Date | Content and Communications Personnel |
| Give Back Nigeria 2019-Date  | Assistant Welfare Coordinator |
| Skills4Dev (Skills For Development) 2018-2019 | Program Associate |

1. **Professional Experience**

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| **Dates** | **State/****Country** | **Role** | **Company** | **Description** |
| September 2020- Present | Lagos/ Nigeria | Communications Specialist  | Orbital Solutions Global Services | * Develop and implement a communication plan and a communications strategy that includes media outreach and social media content creation.
* Handle presentations with external stakeholders
* Work with the key staff to brainstorm content ideas, in line with the company’s strategy and in support of various brand initiatives.
* Voice all promotional contents as well as ads for the organization.
* Manage the organization’s social media accounts.
* Work with the key staff to brainstorm content ideas, in line with the company’s strategy and in support of various brand initiatives.
* Arrange and coordinate meetings and plan events.
* Build and maintain relationships with stakeholders while facilitating the resolution of disputes with internal, as well as external stakeholders.
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| December 2019-April 2020 | Lagos/ Nigeria | Project Manager | SME Multisystem | * Successfully secured a venue for the event at 50% discount.
* Sourced for potential sponsors and partners, interacting with them as well as sealing necessary deals.
* Established and maintaining relationships with third parties/vendors (Small and Medium Enterprises)
* Developed and drew out the event floor plan which comprised of the Conference space and designated exhibition spaces to be shared with clients as well as other staff members.
* Set deadlines, track project performance specifically to analyze the successful completion of short and long-term goals.
* Delegate project tasks to other team members based on their strengths, skill sets and experience levels
* Performed risk management to minimize project risks.
* Met budgetary objectives and made adjustments to project constraints based on financial analysis
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| March 2019-November 2019 | Ondo/Nigeria | Corporate Relations Manager | Legacy African Hub (LAH) Technology  | * Acted as a spokesperson for the organization.
* Arranged interviews of key company personell while working with other departments to provide information and market the company.
* Updated the social media platforms of the organization with project activities.
* Organized and setup meetings with potential clients and ran power point presentations towards projects.
* Made sure to work on putting out fires and placing a positive spin on the business by assisting reporters get the word out about the organization.
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| December 2018- March 2019 | Ondo/Nigeria | Program Associate  | Artisans Headquarters  | * Assisted in creating functional marketing strategies for getting the word to the artisans and potential participants, put a team in place and executed it. This got the organization well over 500 participants and 56 Artisans in total.
* Tracked memberships and partnerships through phone calls and mass mailings; prepared necessary materials, documents and distributed meeting minutes as well as compiled reports.
* Devised a means of accurate placement of registered participants with the artisans.
* Monitored the other project activities to ensure it’s in accordance with the goals and objectives.
* Planned and managed the events for the launch as well as graduation ceremonies of the participants amidst others.
* Analyzed and recommended industry trends and expansion opportunities as it was with the expansion to Real Estate.
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| July 2018-February 2019 | Lagos/Nigeria | Assistant Show Producer  | Mahogany International | * Set up meetings with staff for briefing before and after the show.
* Worked backstage to ensure accurate timing for the running of lights, videos and picture pop ups, music played by dj and the general smooth running of every single other activity.
* Made necessary calls to ensure vendors, stage, lights, decoration, and other props and participants are in place.
* Successfully arranged hotel bookings of special guests, appearances and celebrities, professionally engaging them whilst ensuring their availability at the set time at the venues. These relationships and timeliness got us more than 10 additional clients and numerous recommendations at the time.
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| June 2018- July 2018January 2020 | Lagos/Nigeria | Brand Presenter | Forte Logistics Ellan Media 2020 | * Made power point presentations to diverse potential investors and clients about the company thereby drastically heightening their interests and increasing the Key Performance Indicator (KPI) and eventually the Return On Investments (ROI) of the companies.
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| December 2017-July 2018 | Lagos/Nigeria | Head Of Operations | Elkaris International | * Wrote detailed proposals of projects.
* Trained over 1000 persons at different intervals for different organizations on speaking right, walking right and general body philosophy.
* Developed organizational policies.
* Closely saw to the further branding of the organization successfully.
* Successfully initiated, planned, executed and coordinated the programs significantly helping the organization manage risks.
* Generally ensured that operations ran smoothly and people remained productive.
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| March/2016-September/2017 | Lagos/Nigeria | TV Presenter | Galaxy Television | * Co-hosted Fashion inclined shows on the station and at Red carpets at events.
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| February/2015-March/ 2016 | Oyo/Nigeria | Geophysical Data Analyst | Geo-sore Nigeria Limited | * Collected geophysical field data.
* Computed the acquired Data with data analysis.
* Presented Resistivity curve maps.
* Wrote comprehensive Geophysical survey reports.
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| January 2009/January 2015 | Lagos/Nigeria | Assistant Proprietress  | His Grace Nursery and Primary School | * Coordinated with the proprietress and board members to assist in defining and enforcing school policies and guidelines for students, staff and faculty.
* Planning and executing events within the school premises.
* Interviewing, hiring and training of staff thereby encouraging improvement and meetings to ascertain motivation within classrooms.
* Assessed data such as state standards and test scores
* Responded to complaints, pleas and contribution from teachers, parents and community members.
* Took to taking the basic 6 students on special lessons, landing the school the title of the largest number of outstanding students in the common entrance examinations for more than six years
* Worked as a class teacher, taught primary school pupils, marked and recorded scripts.
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**INTERESTS/HOBBIES**

Particularly interested in kids, their education and welfare in general; I have a huge flair for organizing as well as strategically helping in developing brands. I love to educate, learn new things and values, explore, travel, volunteerism and network with people.