

ALABA DAMILARE SAMUEL

Location: Ibadan, Nigeria

Telephone: 08039258972

Email: ibdamy@gmail.com

LinkedIn; [https:// www.linkedin.com/in/alaba-oluwadamilare-](https://www.linkedin.com/in/alaba-oluwadamilare-samuel-26379060/)

samuel-26379060/

Professional Summary

An efficient administrator and communicator with over five years combined experience of leading efforts in conserving organization resources, recognizing revenue-driving opportunities and building professional relationships in Administration, Human resources management, Communication, Content writing, Digital and Social Media Management

Career summary

Justice, Development and Peace Movement (JDPM) Oyo, Oyo State October 2017- Present Communication Officer

Key responsibilities

- Wrote, edited, formatted, and distributed news articles, annual reports and newsletters
- Updates the organization's website with news stories from the field and indoor activities
- Oversees the organization's communications programs, prepare media briefings and engagements with relevant stakeholders
- Coordinate organization's communications with different target audiences, handle social media platforms and liaise with the media- print, electronic and online.

Key achievements

- Worked with Departments on project implementation and KPIs
- Produced news stories about the organization activities on print and electronic media
- Increased organization's online presence through SEO and social media metrics

Centre for Educational Resources Development (CERD), Lagos April 2016-Present Content Writer (freelance)

Key responsibilities

- Writes compelling web contents for clients on the way how undergraduate and postgraduate students can gain admission to study in Nigeria and abroad
- Create content marketing campaigns to drive leads and subscribers
- Use SEO best practices to generate traffic to the site
- Regularly produce various content types on the website

Key achievements

- Led social media strategy and creating a comprehensive content strategy for the target audience
- increase programme awareness for parents, guardians and corporate bodies on JUPEB, IJMB, SAT, TOEFL, GMAT on the website and social media

St Pauls High School, Iju Ondo State Teacher (NYSC)

May 2016 – April 2017

- Worked with parents to address outside issues that may impact student performance both academically, socially and morally
- Collaborate with teachers and counsellors to provide a quality educational experience both inside and outside the classroom
- Developed individualized lesson plans based on each student's needs and skill level

Key achievements

- Revamped the dead literary and debate programme for students
- Developed students interest in acting and traditional dancing

**Cooperative Hostel, FCE (sp), Oyo, Oyo State
Assistant Dormitory Administrator**

April 2012– March 2013

Key responsibilities

- Maintained student's records and documentation for necessary action
- Prepared weekly/monthly reports on students conduct

Key achievements

- Successfully minimised theft and vandalism by some students especially the special needs
- Reduction in the high rate of students relocating from the hostel through proper mentoring and tactfulness which increase investment returns from 12% to 55% in less than two years

**General Admin- Federal College of Education (sp) Oyo
Admin/HR Assistant**

October 2010 November 2012

Key responsibilities

- Maintained filing systems for records and messages
- Assisted with all aspect of administrative management, logistics and storage
Performed multifaceted general office support and attended staff meetings and team conferences to become more familiar with human resources procedures

Key achievements

- Assisted the deputy registrar with employee relations by following progressive discipline policies.
- Assisted in processing Workers Compensation Case Management and reviewed applications or paperwork/collected all necessary documents

Education & qualifications

- **Higher National Diploma in Public Administration (Upper credit)** The Polytechnic Ibadan
2013-2015
- **National Diploma in Public Administration (Upper credit)** Kwara State Polytechnic, Ilorin
2007-2010
- **National Examination Council (NECO)** Ijaye High School, Moniya Oyo State-2012
- **First School Leaving Certificate (FSLC)** Araromi Nursery and Primary Institute
1991-1997

Skills

- ✓ Proficient in digital marketing, photography, copywriting and content writing
- ✓ Strong Interpersonal skills, detail-oriented and organized
- ✓ Excellent written and verbal communication skills
- ✓ Vast in social media management and MS Office Suite
- ✓ Adaptability and analytical

LEADERSHIP AND VOLUNTEERING EXPERIENCE

- **Community Development Service (CDS)**
President (NYSC) 2016-2017
Akure North, Ondo State
- **Class Governor (HND), Secretary and Editor-in-Chief**
NAPADS Press Council, the Polytechnic Ibadan 2013-2015

PROFESSIONAL CERTIFICATION

Graduate Membership Nigerian Institute of Management (NIM) Chartered 2017
Diploma in Desktop Publishing (Federal College of Education, (Sp), Oyo) 2007