

ADEBUA OLUWADAMILARE KEHINDE

Social Work & Case Management Professional | Administrative & Client Support Specialist

 adebuadamilare1@gmail.com

 09153295093

 Lagos, Nigeria

LinkedIn: [linkedin.com/in/oluwadamilare-adebua-064b24258](https://www.linkedin.com/in/oluwadamilare-adebua-064b24258)

PROFESSIONAL SUMMARY

Social Work graduate with hands-on experience in case management, crisis intervention support, student counselling, and administrative coordination across healthcare, education, and NGO environments. Experienced in client intake, psychosocial support, referral coordination, and structured documentation systems that support service delivery. Adept at working with vulnerable populations while ensuring confidentiality, accurate records management, and operational efficiency. Seeking roles in social services, NGOs, healthcare support, or administrative coordination.

CORE COMPETENCIES

- Case Management & Client Support
- Crisis Intervention Assistance
- Psychosocial Assessment Support
- Administrative Coordination
- Records & Documentation Management
- Client Intake & Referral Coordination
- Student & Admissions Support
- Stakeholder Communication
- Confidential Case Handling
- Team Collaboration

TECHNICAL & DIGITAL SKILLS

- Microsoft Word, Excel, PowerPoint
- Google Workspace (Docs, Sheets, Drive, Gmail)
- Canva (basic design for flyers, posters, presentations)
- Figma (basic UI/layout design understanding)
- CapCut (basic video editing for short-form content)
- Slack (team communication and collaboration)
- ClickUp (task tracking and project coordination)
- Data Entry & Records Management
- Documentation & Reporting Systems
- Office Administration Tools

PROFESSIONAL EXPERIENCE

SOCIAL WORK & CASE MANAGEMENT EXPERIENCE

Student Counsellor (NYSC)

Better Future International Consult | March 2026 – Present

- Provide advisory support to 30–50 students monthly on study-abroad admissions and application processes
- Guide clients through visa documentation and application submission with a 95% documentation completion rate
- Maintain records for approximately 120+ active student applications per cycle using structured filing systems
- Liaise with universities and external stakeholders to support timely application processing

Medical Social Work & Crisis Intervention Intern

General Hospital, Epe | May 2024 – July 2024

- Supported psychosocial assessments for approximately 30–50 patients weekly
- Assisted in discharge planning and coordinated referrals for 15–25 patients weekly
- Maintained confidential case files and hospital social welfare documentation systems

Medical Social Work Intern

Babcock University Teaching Hospital | February 2024 – May 2024

- Assisted in psychosocial evaluation and support for 20–30 patients weekly
- Supported care coordination and counselling processes within clinical social work unit
- Documented case notes and ensured compliance with institutional standards

Crisis Intervention & Social Support Intern

Family Support Services, Epe | July 2024 – August 2024

- Supported response to 10–20 crisis cases weekly, including domestic violence and housing insecurity
- Assisted in intervention planning and referral pathway development for affected clients
- Participated in outreach programs engaging 40+ community members per cycle

Crisis Intervention Support Intern

Ministry of Women Affairs & Social Development, Sagamu | May 2023 – July 2023

- Assisted in managing and documenting 25–40 welfare cases weekly
- Supported inter-agency coordination across government social service units
- Contributed to follow-up tracking for ongoing social intervention cases

ADMINISTRATIVE & OPERATIONS EXPERIENCE

Operations & Administrative Coordinator

Elevouth Innovation Labs | December 2025 – Present

- Coordinate daily operations and workflow across 3–5 active project teams
- Support reporting, documentation, and communication for 10–15 stakeholders weekly
- Assist in scheduling, planning, and execution of organizational projects

Administrative Officer (NYSC)

Edgewood College | December 2025 – February 2026

- Managed institutional records and documentation for 100+ student and staff files
- Coordinated communication between academic staff and administrative departments
- Supported scheduling, reporting, and general office operations

LEADERSHIP EXPERIENCE

Deputy Senate President

Babcock University Student Association | August 2024 – July 2025

Head of Treasury Department

Covenant Chapel, Babcock University | September 2021 – July 2025

Administrative Officer I (PRO's Office)

National Association of Social Work Students | March 2023 – September 2024

EDUCATION

Bachelor of Social Work (BSW), Honors

Babcock University | September 2020 – July 2025

REFERENCES

Available upon request