# ADEWUMI ENOCH ADEDOTUN

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Preferred Work Locations: Lagos State and Ogun State

## PROFESSIONAL SUMMARY

A motivated and hardworking Marketing graduate with an HND from Moshood Abiola Polytechnic and practical experience in renovation supervision and graphic design. Possess skills in team coordination, communication, problem-solving, time management, creativity, and independent working. Able to coordinate tasks, monitor work progress, meet deadlines, and support business operations. Eager to contribute to an organization's growth and operational efficiency while developing professionally in an Operations Manager role.

## CAREER OBJECTIVE

To secure an Operations Manager position in a reputable organization where I can apply my marketing knowledge, supervisory experience, creativity, and organizational skills to improve operational efficiency, coordinate activities, support team performance, and contribute to the achievement of company goals.

## EDUCATIONAL QUALIFICATION

**Higher National Diploma (HND) in Marketing**
Moshood Abiola Polytechnic | 2025

## WORK EXPERIENCE

### Renovation Supervisor

*Independent Work | Lagos and Ogun State | Duration: 1 Year*

- Supervised renovation activities and monitored work progress.
- Coordinated daily tasks to ensure work was completed according to plan.
- Monitored the use of materials and resources during renovation projects.
- Identified work-related challenges and helped find practical solutions.
- Ensured tasks were completed within agreed timelines.
- Communicated with workers and other people involved in projects.
- Worked independently and took responsibility for assigned duties.

### Graphic Designer

*Freelance / Independent Work | Duration: 2 Years*

- Designed graphics for branding, advertising, and promotional purposes.
- Created visual content to communicate marketing messages effectively.
- Developed creative designs for business promotions and brand awareness.
- Managed design tasks and worked to meet deadlines.
- Applied creativity and attention to detail to produce quality designs.
- Used graphic design skills to support business visibility and marketing activities.
- Worked independently to manage design projects and meet clients' needs.

## KEY SKILLS

- Operations coordination
- Team supervision & task coordination
- Time management & organization
- Problem-solving & decision-making
- Communication & interpersonal skills
- Independent working
- Planning and execution
- Attention to detail
- Marketing & promotional knowledge
- Graphic design & visual communication
- Creativity and innovation
- Ability to learn quickly
- Adaptability and flexibility
- Meeting deadlines

## PROFESSIONAL STRENGTHS

- Hardworking and committed to achieving results.
- Able to work independently and take responsibility for tasks.
- Willing to learn new skills and improve professionally.
- Capable of handling multiple tasks and meeting deadlines.
- Focused on quality, efficiency, and completing assigned work.
- Interested in contributing to teamwork and organizational growth.

## NATIONAL YOUTH SERVICE CORPS (NYSC)

Currently awaiting deployment.

## REFEREES

**Adewunmi Susan** | Operations Manager | Phone: 08095317023