

ARIYO PAUL AYOOLUWA

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(Open for full - time, part - time and contract role jobs)

PROFESSIONAL SUMMARY

Results-oriented Building Technology graduate with practical experience in project coordination, construction supervision, stakeholder engagement, administration, teaching, and operations support. Proven ability to coordinate teams, monitor projects, maintain documentation, and ensure compliance with organizational standards. Demonstrates strong leadership, communication, problem-solving, and analytical abilities developed through construction projects, public service, and educational roles. Seeking opportunities in banking, government agencies, corporate organizations, real estate, engineering, construction, education, and administrative sectors where strong organizational and operational skills can contribute to business growth and service excellence..

CORE COMPETENCIES

Technical Skills

- Project Coordination
- Project Documentation & Reporting
- Construction Supervision
- Site Management
- Quality Assurance & Compliance
- Administrative Support
- Data Entry & Record Management
- Risk Assessment
- Microsoft Word
- Graphic Design

Professional Skills

- Leadership
- Team Collaboration
- Stakeholder Management
- Communication
- Customer Service
- Problem Solving
- Time Management
- Organizational Skills
- Attention to Detail
- Adaptability

PROFESSIONAL EXPERIENCE

Ministry of Works, Igueben LGA, Edo State

Project Support Officer (NYSC) | 2025 – 2026

- Served as the communication link between NYSC members and Local Government authorities.
- Participated in project inspections and supported preparation of progress reports.
- Coordinated communication among contractors, project stakeholders, and government officials.
- Maintained project records and documentation of site activities and milestones.
- Contributed to stakeholder engagement and smooth execution of ongoing infrastructure projects.

Corps Liaison Officer (NYSC)

Igueben LGA, Edo State | 2025 - 2026

- Assisted in monitoring drainage construction projects to ensure compliance with specifications and quality standards.
- Coordinated official meetings, welfare matters, and dissemination of information to corps members.
- Assisted in administrative planning and execution of NYSC-related activities.

Afolabi Afority & Son Nig. Ltd, Ekiti State

Site Supervisor / Project Assistant | 2020 – 2021

- Assisted in the successful construction of a 3-bedroom residential bungalow.
- Supervised daily site operations and monitored workforce productivity.
- Monitored material usage and supported cost-effective project execution.
- Ensured adherence to safety procedures and construction standards.

Federal Polytechnic Ado-Ekiti

Director of Projects | 2023 – 2024

- Coordinated renovation of a 500-seat lecture theatre facility.
- Led repair and renovation of faculty restroom facilities.
- Supervised project teams and monitored project timelines to ensure timely completion.
- Assisted in project planning, implementation, and quality monitoring.
- Demonstrated leadership and organizational skills in managing multiple project activities.

Christ Foundation School, Edo State

Teacher (Geography & Basic Science)

- Taught Geography to Senior School (SS1) students and Basic Science to Junior School students.
- Improved classroom engagement through interactive teaching and practical learning methods.
- Promoted academic excellence, discipline, and healthy competition among students.
- Assessed student performance and provided constructive feedback to enhance learning outcomes.
- Maintained accurate academic records and student progress reports.

EDUCATION

Federal Polytechnic Ado-Ekiti

Higher National Diploma (HND), Building Technology & Management

Upper Credit | 2024

CERTIFICATIONS

- National Youth Service Corps (NYSC) Discharge Certificate – May 2026
- Corps Liaison Officer (NYSC), Igueben LGA, Edo State (2025 – 2026)
- Project Management Certification (2025)
- Quality Assurance Management Certification (2025)
- Human Resource Management Certification (2025)
- Basic Financial Education Certification (2025)
- Director of Projects Recognition (2024)
- National Builders Conference Certificate (2021)

LANGUAGES

- English (Professional Working Proficiency)
- Yoruba (Native)

RREFERENCES

Available upon Request