

BALOGUN KUDIRAT OLUWAKEMI

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PROFESSIONAL SUMMARY

Detail-oriented graduate with a B.Sc. in Electronic and Computer Engineering and a proven track record in office administration, operations coordination, and stakeholder communication across education, real estate, and technology environments. Skilled at managing schedules, documentation, and client relations while translating technical concepts for non-technical audiences. Currently building applied capability in product management and cybersecurity through structured training programs. Seeking a role where strong organizational skills, reliability, and a growing technical foundation can add immediate value.

CORE COMPETENCIES

- Office Administration & Operations Coordination
- Scheduling, Documentation & Records Management
- Client & Stakeholder Relations
- Report Preparation & Data Collation
- Project & Team Support
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Figma, Canva, Social Media Management
- Foundational Cybersecurity Tools: Kali Linux, OWASP, Nessus

PROFESSIONAL EXPERIENCE

- Subject Teacher (NYSC)** | *Remo Secondary School, Sagamu* Sept 2025 – Sep 2026
- Build and maintain positive relationships with students and guardians, improving communication and engagement.
 - Teach Digital Technology to SS1 students, developing lesson plans and assessments aligned with curriculum standards.
- Assistant Manager** | *Nexusweb Technology Ltd, Lagos* Apr 2024 – Mar 2026
- Coordinate day-to-day office operations and administrative workflows to support team efficiency.
 - Support project execution and cross-functional collaboration between technical and non-technical staff.
- Office Assistant** | *PropertyFAQ, Epe, Lagos State* 2020 – 2021
- Handled front-desk operations, client inquiries, and property documentation for the office.
 - Maintained organized records and supported administrative workflows across the team.
- Brand Marketer** | *ClassicTrendz, Lagos State* Oct 2023 – Mar 2025
- Assisted in developing and executing marketing strategies that enhanced brand visibility and customer acquisition.
 - Engaged prospective customers to promote products and services, contributing to brand growth.
- Store Keeper** | *Durim Printing Press, Lagos State* May 2023 – Nov 2023
- Maintained accurate inventory records and stock levels, reducing instances of stockouts and overstocking.
 - Organized storage areas for optimal accessibility, supporting smooth operational workflow.
- Class Teacher** | *The Ummah Model School, Epe* Sep 2022 – Aug 2023
- Designed and delivered lesson plans across subjects, aligned with educational standards and objectives.
 - Monitored student progress and adapted instructional methods to meet individual learning needs.
- Office Assistant** | *Lakeside Global Venture, Epe, Lagos State* Feb 2020 – Dec 2020
- Managed office operations and administrative correspondence, improving day-to-day efficiency.
 - Maintained records and supported scheduling for office staff and visitors.
- Administrative Assistant & Subject Teacher** | *Darul-Arabiyyah, Epe* Jan 2018 – Mar 2018
- Provided administrative support including scheduling, report preparation, and document management.
 - Delivered academic instruction, fostering student understanding and performance.

EDUCATION

CERTIFICATIONS & TRAINING

- Product Management — Africa Agility
- McKinsey Forward Learner Program — McKinsey.org
- Product Design Program — Techyx360 Tech Hub
- Product Design Program — Digi-Girls Internship
- Virtual Assistant Mastery Program — Millionaire Squad
- Diploma in Desktop Publishing — Zeal Computer Institute
- Capacity Building Course — Council of Higher Institutions
- SME Development Programme — SMEDAN / Dorcella Company Limited
- Cybersecurity — Naija Girls in Tech
- Cybersecurity (in progress) — Cisco

LEADERSHIP & VOLUNTEER EXPERIENCE

- Ameerah, Muslim Corpers' Association of Nigeria (MCAN) — Sagamu Chapter
- Sisters' Secretary, Muslim Students' Society of Nigeria — Epe Chapter
- Volunteer, Feed the Vulnerable Foundation (FTVF)
- Volunteer, Sick Kid Hospital Foundation
- Volunteer, PAVE (Girls' Empowerment Platform)

PROFESSIONAL MEMBERSHIP

Association of Professional Women Engineers of Nigeria (APWEN)