

BOLAJI FEYISAYO AISHAT

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PROFESSIONAL SUMMARY

Versatile and results-driven professional with proven experience in content development and editing, teaching, and strategic administration to drive efficiency, ensure compliance, and promote clarity across communications and operations. Proficient in managing complex tasks, coordinating cross-functional teams, and implementing streamlined processes that increase productivity and deliver high-quality results. Committed to leveraging analytical thinking and problem-solving skills to strengthen collaboration, optimize workflows, and deliver impactful solutions that align with organizational goals.

WORK EXPERIENCE

- Cibo Agro-allied Company, Ibadan, Oyo State** 03/2025 - Present
Production Manager
 - Plan and organize daily and weekly production schedules to meet customer orders, which helps reduce delivery delays by almost 20%.
 - Conduct regular equipment inspections and preventive maintenance, reducing machine downtime by approximately 20%.
 - Lead a team of 14 production staff to consistently meet 100% of daily production targets without compromising safety or quality standards.
 - Work closely with a procurement team of 6 to track inventory levels, resulting in zero shortages during peak periods
 - Monitor raw material usage and adjust production plans to reduce wastage by 10% without affecting product quality
 - Enforce strict food safety regulations and hygiene practices, achieving 100% compliance with all NAFDAC standards during audits
 - Train and guide new staff on production procedures, quality control, and workplace safety, with no safety incidents recorded to date.
 - Review production reports weekly to identify bottlenecks, which enables faster issue resolution and improved workflow.
- Queens School Apata, Ibadan, Oyo State** 03/2024 - 02/2025
Government Teacher (NYSC)
 - Taught Government to over 60 students in SS1 - SS3 and achieved an over 85% pass rate in end-of-term examinations.
 - Prepared and delivered lesson plans for the third term, which improved student performance by nearly 20% compared to the previous session.
 - Tracked student performance through regular assessments and identified 4 underperforming students, 3 of whom showed notable improvement after targeted follow-up.

- Organized monthly group discussions and debates for SS2 and SS3 classes, which boosted student participation in class activities and understanding of key subjects.
- Collaborated with colleagues to plan school events and activities, increasing student engagement and promoting stronger relationships among students and staff.

- **Learning Ideal Konsult, Ibadan, Oyo State**

01/2023 - 02/2024

Online Educator / HR Administrator / Executive Assistant

- Managed the executive's calendar and coordinated over 40 meetings and appointments monthly with zero scheduling conflicts.
- Oversaw all travel logistics for the executive, including hotel bookings and transport arrangements, without any missed appointments or delays.
- Prepared and edited more than 60 confidential reports, memos, and presentations that guided key business decisions and supported company growth initiatives.
- Acted as the primary liaison between the executive and internal/external stakeholders, which improved communication flow across 3 departments.
- Maintained an electronic filing system for sensitive documents, reducing file retrieval time by nearly 40%.
- Assisted in HR operations by updating staff records, contracts, and leave databases for a team of 18 employees, ensuring 100% compliance with company policies.
- Supported recruitment activities, including shortlisting candidates, scheduling interviews, and preparing offer letters for selected hires, helping to fill vacancies 50% faster than previous periods.
- Responded to more than 30 staff inquiries per month regarding HR matters, providing prompt support to improve employee satisfaction.
- Delivered live online lessons to approximately 30 students three times per week, which raised average course completion rates by 15%.
- Provided weekly progress reports and personalized support that helped 85% of students meet their desired targets and goals.

- **ContentPro Publishing Firm, Ibadan, Oyo State**

05/2017 - 08/2021

Writer

- Researched and produced over 100 articles and scripts for clients across various industries, including health and tech, with about 80% approved on first submission.
- Edited and proofread 150+ pieces of content for grammar, spelling, clarity, and tone, maintaining consistency across all publications.
- Collaborated with editors and clients to receive feedback and refine drafts, which enabled me to complete 9 projects in 4 months, meeting all deadlines and quality standards.
- Provided feedback and guidance to junior writers, helping 2 colleagues improve the quality of their content within 6 months.
- Managed multiple writing assignments simultaneously and submitted every project on or before the deadlines for over four years.

- Produced two SEO-friendly articles per month that contributed to a 30% rise in organic traffic for the company.

- **Education Konsult Publishing House, Lagos State**

09/2015 - 05/2017

Editor

- Reviewed and refined about 6 articles per month for grammar, punctuation, spelling, and syntax, which improved overall readability and client satisfaction.
- Checked content for adherence to style guides and brand voice, eliminating all formatting and consistency errors.
- Fact-checked articles, references, and statistics, which helped prevent errors that could damage the company's reputation.
- Evaluated story ideas, suggested titles and headlines, and selected submissions that led to the publication of 26 high-performing articles.
- Reorganized content structure in over 50 articles, improving logical flow and engagement for readers.
- Collaborated with 6 writers, providing feedback that helped improve the overall quality of articles before publication.

EDUCATION

- **Tai-Solarin University of Education, Ogun State**

2018 - 2022

Bachelor of Science in Education (B.Sc.Ed) Political Science Education
Second Class (Upper Division)

- **Moshood Abiola Polytechnic, Abeokuta, Ogun State.**

2013 - 2015

National Diploma (ND) in Mass Communication

SKILLS

- Communication (written and verbal)
- Active Listening
- Leadership Skills
- Interpersonal Skills
- Empathy
- Conflict Resolution
- Teamwork and Collaboration
- Classroom Management
- Adaptability
- Problem-solving
- Time Management and organization
- Calendar management
- Recruitment and employee relations

TRAINING/CERTIFICATIONS

- Data Analysis with Excel (Ongoing)

REFEREES

- Available upon request.