

Olasunkanmi Ojo

Professional Manager | Operations Specialist

✉ olasamzy13@gmail.com ☎ 08072419403

Summary

Office Manager and Operations Specialist with over 5 years of experience in administrative leadership, workflow optimization, and stakeholder coordination. Proven track record in managing day-to-day operations, streamlining supply chains, and supporting executive leadership within the retail and creative sectors. Adept at maintaining rigorous organizational systems and fostering professional relationships to ensure business continuity and service excellence.

Professional Experience

Business & Operations Manager, <i>Stemulus Innovations Ltd</i>	04/2026 – Present Remote
• Led business development and operations for a live 1-on-1 online coding academy serving families across Nigeria, the US, UK, Canada, and Australia, managing the full journey from free discovery session to paid enrolment. • Recruited, vetted, and scheduled expert mentors across multiple time zones, building clear processes and child safeguarding standards that kept session quality and parent satisfaction high. • Built referral partnerships and digital acquisition channels that expanded the academy's reach into new markets and strengthened parent trust and retention.	
Marketing Manager, <i>Fuitos Inc.</i>	08/2026 – Present Remote
• Led marketing strategy for Fuitos, a Lagos-based mobile marketplace connecting artisans, freelancers, buyers, and sellers, driving app awareness, downloads, and user acquisition across Nigeria. • Managed digital campaigns across social media, content, influencer, and community channels to attract both sides of the marketplace, strengthening seller onboarding, buyer engagement, and brand trust. • Used app analytics and user feedback to refine messaging, improve conversion from install to active use, and retain users on the platform.	
Operations Manager, <i>Beame Logistics</i>	10/2025 – 03/2026 Remote
• Strategic Planning: Developed core positioning and messaging strategies to differentiate brand offerings. • Process Optimization: Created operational toolkits that reduced onboarding time by 30%. • Reporting: Utilized data-informed decisions to uncover new market segments and track business growth.	
Executive Assistant, <i>Dexterity Global Group</i>	12/2024 – 11/2025
• Leadership Support: Organized and prioritized executive calendars, including travel arrangements and appointments. • Communication: Served as the primary point of contact for internal and external professional communications. • Data Security: Managed confidential information and maintained high standards of data security	

Manager, Lighthouse Restaurant and Lounge

08/2023 – 09/2024

- Office Operations: Oversaw day-to-day operations, ensuring regulatory compliance and service excellence.
- Personnel Management: Led recruitment, training, and staff scheduling to optimize performance.
- Vendor Relations: Managed inventory and vendor relationships to control costs and ensure quality.

Education

BSc, Microbiology, Obafemi Awolowo University

05/2017 – 08/2023

Skills

- Systems & Administrative Operations
- Stakeholder Coordination & Executive Support
- Problem-Solving & Discretion
- Project & Program Management
- Procurement & Supply Chain Management

Languages

- English
- Yoruba

Certificates

- Advanced Procurement Management
- Green Digital Certificate
- Project Management