

FAVOUR OLUWATOSIN OWOPE

Lagos, Nigeria | Phone: 09019922341 | Email: favourowope@gmail.com | 6th Of May 1992

PROFESSIONAL SUMMARY

I am a results-driven administrative and banking professional with over seven years of experience spanning banking operations, administration, marketing, and team leadership. Proven ability to improve operational efficiency, coordinate teams, deliver exceptional customer service, and drive business growth. Successfully generated over 5,000 qualified leads through digital marketing campaigns with a 20% conversion rate, led cross-functional teams to deliver performance targets, and achieved over 60% client referral success. Adept at managing operations, building customer relationships, implementing efficient systems that support organizational objectives. I am Currently undergoing professional Cybersecurity training with TSAcademy UK Specializing in Governance, Risk and Compliance (GRC)

CORE SKILLS

Banking Operations
Administrative & Office Management
Customer Relationship Management
Team Leadership & Staff Supervision
Digital Marketing (Meta Ads)
Lead Generation & Funnel Optimization
Performance Monitoring & Reporting
Recruitment & Onboarding
Microsoft Excel & Microsoft Office Suite
Public Speaking & Presentation
Cybersecurity Fundamentals (In Training)

PROFESSIONAL EXPERIENCE

Administrative Manager | Greyboulders Architectural Firm | Lagos Nigeria
January 2026 – Till Date

- Supervise and manage design architects, ensuring timely delivery of project deliverables and adherence to quality standards.
- Oversee Day to day office Operations to ensure efficiency, effectiveness and peak performance across all teams
- Coordinate recruitment activities from job posting and candidate screening to onboarding new staff.

- Manage Staff performance providing support and guidance to maintain high productivity and morale
- Maintain Accurate records, schedules and documentation to support smooth workflow.
- Act as a liaison between architects, Clients and external stakeholders to facilitate clear communications
- Maintain accurate documentation, project records, schedules, and administrative reports.
- Implement administrative systems that improve workflow and project coordination

Sales & Marketing Team Lead

The Diamond Project Organization | NGO | January 2021 – December 2025

- I Planned and executed targeted Meta advertising campaigns, generating over 3,000 leads with a 20% conversion rate into paying customers.
- I Developed high-performing video and visual content using CapCut and Canva to drive engagement and brand visibility.
- I Built and managed sales funnels, converting prospects into customers through strategic messaging and follow-ups.
- I Delivered persuasive product presentations in both virtual and physical environments, improving sales outcomes.

Team Lead – The Emerald Women Initiative

Project-Based | Lagos | July 2025 – November 2025

- I Led, trained, and coordinated a team of 60 women to execute a large-scale women campaign.
- Achieved over 60% campaign success rate, resulting in 110+ product purchases within 12 weeks.
- Supported team members in achieving personal sales milestones, with over 10 individuals earning 6- to 7-figure commissions.
- I Oversaw campaign strategy, execution, and performance tracking (KPI).

Retail Operations Officer- Team Member

Access Bank Plc | Abuja | August 2017 – 2019

- I managed daily financial transactions, ensuring accuracy and compliance with banking procedures.
- I Handled ATM reconciliation using Excel, improving efficiency in reporting and cash management.
- I also delivered high-quality customer service, resolving client issues and maintaining satisfaction.

EDUCATION

- B.sc Sociology

University of Ilorin (September 2011 – September 2015)

- National Youth Service Corp (October 2015 – October 2016)

Immanuel College High School Ibadan Oyo State

PROFESSIONAL DEVELOPMENT

Cybersecurity Training (In Progress) TSAcademy

Networking Fundamentals

Linux

Wireshark

Cisco Packet Tracer

Basic Security Operations