

Temiloluwa Ogundipe

Operations/Client Relations/Creative

Results-driven operations and client relations professional with a strong creative background and a passion for innovation. Proven ability to manage cross-functional teams, improve business processes, and develop marketing strategies. Strong interpersonal and communication skills with a commitment to continuous learning and excellence.

✉ temiogundipe21@gmail.com

📍 LAGOS, Nigeria

📞 +2348117245718

🌐 [linkedin.com/in/temiloluwaogundipe](https://www.linkedin.com/in/temiloluwaogundipe)

WORK EXPERIENCE

Head of Operations Taxpal Advisory

06/2023 - 03/2024

Lagos, Nigeria

An online consulting company

Achievements/Tasks

- Managed consultant schedules and maintained seamless client relationships for an online consulting firm.
- Conducted bi-annual evaluations of business processes to enhance efficiency.
- Addressed and resolved client complaints, boosting retention and satisfaction.

SUPERVISOR

WILLY HOTEL & PROPERTIES LTD

06/2017 - 02/2018

Lagos, Nigeria

A hospitality company

Achievements/Tasks

- Supervised daily operations, ensuring staff discipline and service quality.
- Led financial reconciliation and sales oversight.
- Played a key role in enhancing the business's public image and customer service.

CREATIVE ASSOCIATE

Limelight Media

04/2024 - Present

Lagos, Nigeria

Marketing & Advertising Agency

Achievements/Tasks

- Developed innovative campaign ideas and content strategies that enhanced brand visibility and engagement across multiple platforms.
- Collaborated with cross-functional teams to execute advertising campaigns, ensuring alignment with client objectives.
- Participated in brainstorming sessions, providing fresh concepts that resulted in a significant increase in client satisfaction scores.

EDUCATION

B. Ed in Adult Education

University of Lagos, Akoka, Yaba.

01/2018 - 07/2023

SKILLS

Time Management

Continuous Development

Microsoft Office

Innovative

Canva

Data Entry

PERSONAL PROJECTS

Exclusive Tee'z Catering (06/2020 - 12/2024)

- Founded and operated a successful food catering and delivery business, managing orders, customer service, and logistics..

CERTIFICATES

Google Hustle Academy Certificate (09/2023 - 09/2023)

VOLUNTEERING

Railway Technical Institute Sabo, Yaba
(02/2020 - 03/2020)

TUTOR ASSISTANT

LANGUAGES

English

Native or Bilingual Proficiency

Yoruba

Native or Bilingual Proficiency

INTERESTS

Networking

Research work

Traveling