

Timi Olayinka

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Personal Statement

Positive interpersonal relationship is the most important aspect of building on a strong foundation; as an experienced team player, I specialise in linking the skills and abilities of my team members to overcome the challenges faced by my employer and its clients. My work experience is an overview of how I have gradually developed this skill. I am a very valuable member in customer service, presentations and networking.

Core skills

- Project management with experience in handling different management aspects from human resource, planning and integration, and execution.
- Listening, understanding, encouraging and providing appropriate feedback on performance appraisals.
- Accomplished communication and debating skills, both written and verbal, developed through public speaking and presentations.
- Leadership skills (Leadership Trust Certificate)
- Board knowledge and experience in using Microsoft Office
- Analytical and conceptual thinking, with a conscientious approach to managing workloads.
- Ability to handle, analyse and interpret complex data, before presenting it back based on the overall analysis made.

Experience

1. Customer and Sales Assistant (Various Jobs)

(2012 – 2016)

2. Assistant Bar Manager – Harris & Potter Recruitment

(2017 – 2017)

It was my duty and responsibility to ensure bar staff managed a top standard of customer service. In addition, ensuring stock levels were controlled to meet the high demand in some events such as British Summer Time with a daily average of 65,000 customers a day.

Achievements and responsibilities

- Cellular management and Stock control.
- Maintaining high standard of hygiene.

- Continuous innovation and improvement to improve customer service and meet high demand.
- Confidently communicated & worked well with a large team on a busy bar; 130 bar staffs.
- Understanding the importance of motivation and positive body language.

3. Project Manager – Playinne Group Events

(2017 – 2018)

I was responsible for setting goals and objectives, generating enthusiasm and motivation amongst the project team and stakeholders. It was important to integrate the main project management processes of planning, execution and control – where inputs from several knowledge areas are brought together.

- *Executed 6 student events*

Achievements and responsibilities

- Customer community building (Marketing Innovation)
- Web development
- Managing a team of 7 direct managers and 18 extended staff
- Event and Operations management
- Building Partnership with the ‘The little things’ charity.

4. Student Experience Assistant – Kent Business School

(2017 – 2018) – Placement year

Acting as a voice to both the School and its Students. The Student Experience Executive engages fully with students to ensure the Kent Business School meets student expectations. This is an administrative role responsible for data management, research and development, and various forms of communication (emails, presentations and counselling)

Achievements and responsibilities

- Being an active member of the Board of Studies and Staff Student Liaison (SCCL).
- Identify areas of student concerns by implementing regular surveys and researches.
- Enhanced the School’s Student Voice by creating the Student Forum.
- Interpreting quantitative and qualitative research for the evaluation of the School.
- Project manager for the end of year student and staff celebration – The Dockyard Ball 2018.
- Encouraging students to maximise services provided (revision sessions, job workshops and extra-circular activities)

Education

BA (Hons) Business & Management (University of Kent)

(September 2015 – Current)

Modules studied include:

- Operations management
- Business information systems

- Project management
- Strategy theory and practice
- Managing people and teams
- Statistics and Quantitative Methods

Hobbies & Interests

I perform stand-up comedy and play sports in my spare time. Also, I am a big fan of doing my own independent research and learning from other businesses practices. I strongly believe using the most recent management style allows for improved creativity and innovation.