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# OLAWALE DADA

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## PROFESSIONAL SUMMARY

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Versatile, detail-oriented and organized Operations and Property Manager, effective at managing personnel, property and special projects as well as bringing an excellent blend of people's skills and an ability to implement and enforce estate management rules and regulations effectively.

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## SKILLS

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- Financial budgeting and reporting
- Building operations
- Materials accountability
- Project management
- Budgeting
- Customer service-focused
- Expense control
- Excellent time management

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## WORK HISTORY

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**ASSOCIATE OPERATIONS COORDINATOR**, 02/2013 to 04/2013

**IFE CENTRAL LOCAL GOVERNMENT – ILE-IFE**

- Negotiated, facilitated and managed real estate transactions
- Coordinated appointments to show marketed properties
- Maintained original leases and renewals for the management office
- Developed, reviewed and submitted property operating and capital budgets
- Maintained constant balance of property petty cash account

**ASSOCIATE PROJECT SUPERVISOR (INTERN)**, 08/2013 to 06/2014

**FEDERAL GOVERNMENT, (OAU SENATE) – ILE-IFE**

- Supervision and monitoring of construction projects
- Established operational objectives and work plans and delegated assignments to subordinate managers.
- Developed written documents and reports related to programs and operations.
- Developed program plans, goals, objectives, and milestones for evaluating and measuring the effectiveness of operations.
- Directed planning, budgeting, vendor selection and quality assurance efforts.
- Monitored timelines and flagged potential issues to be addressed.

**FINANCIAL EVALUATIONS DIRECTOR**, 2015 to 2015

**FORKS AND FINGERS – OSUN STATE**

- Coordinated upper company's market visits and key account
- Identified and investigated variances to financial plans and forecasts Analyzed budgets, financial reports and projections for accurate reporting of financial standing
- Routinely supported other areas of the company as requested, and completing financial transactions for other staff members
- Synthesized financial and budgetary information to solve problems and develop alternative solutions
- Managed high volumes of financial activity in a fast-paced, risk-based corporate environment

**HEAD OF CORP MEMBERS / ADMINISTRATIVE ASSISTANT (CLO)**, 2016 to Current

**NATIONAL YOUTH SERVICE COMMISSION – OGUN STATE**

- Managed office supplies, vendors, organization and upkeep
- Answered and managed incoming and outgoing calls while recording accurate messages
- Helped distribute employee notices and mail around the office
- Organized new hires and temporary paperwork

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## EDUCATION

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**Bachelor of Science:** ESTATE MANAGEMENT, 2015

**OBAFEMI AWOLowo UNIVERSITY - ILE-IFE, OSUN STATE, NIGERIA**

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## HOBBIES

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- Music
- Sports
- Meeting people
- Travelling