



EMMANUELLA AIMALOHI ILEOGBEN

ADMINISTRATIVE MANAGEMENT, HR

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 aimalohiileogben@gmail.com

 <https://www.linkedin.com/in/emmanuella-ileogben>

 Jakande Estate, Isolo, Lagos State

Education

Bachelor's in Business Administration

Babcock University

2017 - 2021

Certifications

- AI & Machine Learning for Business Transformation | Feb. 2025
- Graphics Design (CorelDraw, Canva) | 2022
- Frontend Web. Development | 2025
- National Youth Service Corps | 2022

Skills

- Technical: Microsoft Office, Google Apps, Frontend Web Development, Data Analysis, Graphics Design
- Soft Skills: Strategic Planning, Team Leadership, Problem-Solving, Interpersonal Communication

Language

English

About Me

Results-driven Business Administration graduate with a focus on Administrative Management, HR, and Project Coordination, offering 3+ years of experience in streamlining operations, enhancing team productivity, and driving organizational growth. Adept at leveraging strategic planning, data analysis, and stakeholder engagement to deliver measurable outcomes. Key strengths include:

- Administrative Excellence: Managed schedules, meetings, and communications for executives, improving operational efficiency by 30%.
- HR & Team Leadership: Trained and mentored 800+ students and professionals in soft skills, ethics, and career development programs.
- Project & Marketing Management: Boosted brand visibility and sales targets by 25% through targeted research and campaign strategies.
- Tech-Savvy: Proficient in Microsoft Office, Google Apps, HTML/CSS, and Data Analytics, with certifications in AI/ML for Business Transformation.

Experience

Consultant & Online Marketer

DOEFI Consulting

Feb 2024 – Present

- Deliver expert business solutions, improving client performance by analyzing data and harmonizing cross-departmental strategies.
- Designed and executed 5+ client-aligned projects, ensuring 100% transparency and clear communication.
- Conducted 10+ training sessions on sales and team collaboration, submitting detailed progress reports.

Personal Assistant to Head of Staff

Lovelines International Christian Fellowship (IFCCC)

2023 – 2024

- Streamlined executive scheduling and meeting coordination, reducing time conflicts by 40%.
- Researched and identified 15+ high-potential client partnerships, enhancing organizational outreach.
- Drafted 50+ proposal letters and managed correspondence, improving stakeholder response rates.



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Areas of Interest

- HR Management
- Project Coordination
- Data Analytics
- International Relations
- UI/UX Design

Experience

Production Manager

DOEFI Ventures

2020 – 2021

- Oversaw manufacturing processes, implementing QC standards that reduced defects by 20%.
- Optimized resource allocation, cutting production costs by 15% while maintaining output quality.

Assistant Marketing Officer

DOEFI Ventures

2018 – 2019

- Conducted market research that identified 3 untapped niches, increasing sales by 25%.
- Spearheaded social media campaigns, growing brand awareness by 30% in 6 months.

Volunteer Leadership

Welfare Coordinator & Volunteer

Babcock University Chaplaincy

2018 – 2021

- Organized 20+ engaging programs for 500+ students, improving participation rates by 50%.
- Supervised attendance tracking and task delegation for 10+ volunteer teams.

Assistant Coach

Youth of Wonders Worldwide Shun Corruption Club

2022 – 2024

- Tutored 800+ students across 6 schools on ethics, anti-corruption, and career development.
- Co-planned 5 inter-school competitions, increasing student retention of key topics by 80%.

Reference

Available upon Request