

# Akinwale Ogunyomi

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## PROJECT COORDINATOR

### PROJECT MANAGEMENT | ASANA | ADMINISTRATION

Results-Oriented Administrative & Project Assistant with 10 years of experience. Proven ability to increase project efficiency by 8 – 10%, utilizing Asana for streamlined task management and on-time delivery. Skilled in handling administrative tasks and fostering clear communication, leading to enhanced team performance and positive feedback rate.

## WORK EXPERIENCE

**Alliance for Business and Project Management Excellence –England** 04/2024 – 06/2024

### PROJECT TEAM LEAD, Remote

Coordinated a project aimed to optimize the sustainability and efficiency of waste management practices in Accra, Ghana.

- Increased efficiency in waste collection routes by 20% by analyzing data and optimizing routes, leading to a reduction of 32 collection truck hours per week.
- Reduced waste disposal costs by 15% through implementing a new recycling program, diverting 140 tons of waste from landfills.
- Led a team of 6 colleagues in a waste management audit, identifying opportunities for waste reduction and cost savings of \$8.3m.

**SG Project Consults – Dublin, Ireland**

01/2023 – Present

### PROJECT SUPPORT COORDINATOR, Remote

- Monitoring activities on site and following up with sub-contractors on work progress via Teams.
- Updating the system for report purposes.
- Reviewing the planning process and providing regular reports on project status to senior management.
- Preparing risk and project reports for all site works.
- Maintaining positive communication progress between contractors and sub-contractors.

**Al Sadeem Sports Undertaking – Abu Dhabi, UAE**

01/2019 – 12/2022

### ASSISANT FACILITY SUPERVISOR

Overseeing the smooth daily operation of a sports facility, ensuring optimal maintenance and efficient inventory management.

- Slashed administration costs up to 30% by negotiating pricing and fees, while ensuring the continuation and enhancement of services.
- Led maintenance technicians, ensuring seamless coordination of tasks and adherence to schedules.

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- Implemented a quarterly equipment maintenance program that increased uptime by 20% and decreased maintenance costs by 15%.

**A.G. Leventis Nigeria Plc – Lagos, Nigeria**

03/2010 – 09/2013

#### **ADMINISTRATIVE ASSISTANT**

Optimizing departmental efficiency through adept management of administrative duties and robust support for both staff and management.

- Streamlined office operations by developing an improved filing system using both digital and traditional methods, enabling staff to access documents 20% faster and significantly increasing department efficiency.
- Improved and streamlined communication flow between departments, cutting down paper work by 40%.
- Consolidated file management and upheld data accuracy through diligent data practices.

### **EDUCATION**

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**Alison College**

Diploma – Project Management, 2023

**Online Academy**

Diploma – Operations Management and Supervision, 2018

### **PROFESSIONAL SKILLS**

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Project Tracking	Jira	Microsoft Office
Organisational Skills	Primavera	Team collaboration
Zapier	Anydesk	Problem-solving skills
Google Suite	Clickup	Hubspot
Critical Thinking	Proactive	Calendly

### **CERTIFICATIONS**

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- Certified Associate in Project Management (CAPM)
- Lean Six Sigma (White Belt)