

VICTORIA ADEAYO OLAITAN, AMAPH

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OBJECTIVE

A dedicated Administrator with over fifteen years of diverse experience across education, healthcare, nonprofit, technology, and church administration. Currently seeking avenues to further strengthen administrative capabilities, contribute to advocacy efforts in health, particularly Hepatitis awareness, and mental health initiatives. Engaged in freelance and volunteer capacities, utilizing expertise in script writing, production, and presentation to enhance communication effectiveness, engage audiences, and support the mission of a leading broadcasting platform. A strong communicator, adept public speaker, and results-driven professional.

KEY SKILLS

- **Program and Project Management:** Proficient in designing, executing, and managing community-based programs.
- **Strategic Planning:** Demonstrated ability to develop and execute strategic plans aligned with organizational objectives.
- **Communication:** Strong written and verbal communication skills, including public speaking,
- **Report Writing and Development:** Skilled in preparing comprehensive reports to communicate findings and recommendations.
- **Leadership and Teamwork:** Dependable team player with exceptional leadership qualities and adept at navigating team dynamics.
- **Networking:** Proficient at networking with decision-makers, conducting business introductions, and building successful customer and partner relationships.
- **Administration:** Excel in various administrative functions, including records management and coordination.
- **Monitoring and Evaluation:** Experienced in monitoring program outcomes and evaluating effectiveness.
- **Software Proficiency:** Proficient in Good Workspace and Microsoft 365.
- **Script Writing and Production:** Expertise in crafting compelling scripts and overseeing production processes for effective broadcasting.

CAREER HIGHLIGHTS

- **Partnership Development:** Successfully established partnerships with pharmacies across the FCT and its environs to support Hepatitis initiatives.
- **Community Health Outreach:** Led health outreach efforts, including screenings and vaccinations for communities.
- **Strategic Document Development:** Contributed significantly to the development of the Hepatitis Zero Strategic document for nationwide implementation.
- **Content Creation and Editorial Contribution:** Edited the A-Z of Hepatitis and contributed to the editorial team for the Honor Set Book.
- **Cost-Efficiency Initiatives:** Implemented cost-saving initiatives during Hepatitis vaccination

- activities, reducing vaccine costs by 500% and increasing revenues by 100%.
- **Authorship:** Authored and co-authored books, including a faith-based book on resilience and healing and the A-Z of Hepatitis.
- **Nonprofit Initiatives:** Planned and executed various nonprofit initiatives, including healthcare interventions.
- **Media Contributions:** Generated impactful content through journalism roles, including script writing, news reporting, and editorial contributions for radio and other media platforms.

EMPLOYMENT HISTORY

Federal Radio Corporation Nigeria (FRCN), South West Zonal Office, Ibadan

Volunteer Role - November 2023 - Present

- Crafted and collaborated with teams to generate engaging and informative scripts and storylines for radio broadcasts, ensuring content relevance and audience engagement.
- Assisted in overseeing and coordinating production processes, ensuring smooth and efficient broadcasting.
- Participated in pre-production meetings, contributing ideas and expertise to enhance the quality of radio programs.
- Delivered engaging presentations and contributed to on-air discussions, maintaining professionalism and conveying information effectively.
- Collaborated with presenters and production teams to ensure seamless and captivating live broadcasts.
- Demonstrated commitment and dedication to volunteer responsibilities, consistently meeting deadlines and delivering high-quality work.

Orayo Enterprises Limited, Abuja, Nigeria

Entrepreneur - July 2022 - Present

- Provided people management advisory covering administrative support, business strategy and development, training, and capacity building.
- Led customer service initiatives, including training and conflict resolution.
- Supported nonprofit initiatives, including advocacy and strategic policy development.
- Managed brand and imaging, including designs, printing, and publishing.
- Oversaw monitoring and evaluation activities.

GemHub Initiative, Abuja, Nigeria

Programs Manager (Volunteer) - September 2022 - September 2023

- Designed and coordinated programs/projects.
- Led monitoring and evaluation efforts.

Human Resources Manager (Volunteer) - May 2022 - September 2022

- Managed volunteer recruitment and policies.
- Developed organizational models.

BigMike Inc, Abuja, Nigeria

Executive Assistant - March 2018 - June 2022

- Managed the schedule/calendar of the Chief Executive and handled all communication.
- Oversaw human resource activities within the organization.
- Handled financial transactions and petty cash activities.
- Led community-based activities on the sensitization of youths regarding national core

values.

- Planned and executed various nonprofit initiatives, including healthcare interventions.

[World Hepatitis Eradication Initiative \(Hepatitis Zero Nigerian Commission\), Abuja, Nigeria](#)

Executive Director - July 22 - Present

Executive Secretary - July 2019 - July 2022

Field Officer - August 2019 - Present

- Planned, coordinated, and executed program meetings and prepared reports.
- Maintained records of all Commission activities.
- Supervised processes to ensure legal requirements were adhered to.
- Provided support for internal communication.
- Represented the Commission at partners and sponsors meetings.
- Contributed to the development and review of reports on program implementation.
- Supervised budget development and program expenditure.

[Sustainable Healthcare International, Abuja, Nigeria](#)

Senior Programme Executive - January 2019 - June 2022

- Established and maintained relationships with stakeholders for program implementation.
- Coordinated volunteer activities.
- Conducted needs assessments for program effectiveness.

[Bold and Beautiful Enterprise, Abuja, Nigeria](#)

Customer Relationship Manager - 2016 - 2018

- Managed a client database.
- Developed processes for sustaining client satisfaction.
- Efficiently resolved customer complaints.
- Notified customers of product launches.
- Managed internal team-client communications.

[The Holy Nation Apostolic Outreach, Abuja Nigeria](#)

Special Assistant to the Senior Pastor - 2016 - 2018

- Administered operational activities of the church.
- Developed and implemented services.
- Supported logistics activities.

[Sweet Angels Academy, Abuja Nigeria](#)

Administrator/Advisor - 2011 - 2014

- Provided administrative support as well as directed the activities of the teaching staff.
- Contributed to the building and structuring of the school curriculum.

[Vicadol Business Ventures \(Vicadol Institute of Info Tech\), Plateau, Nigeria](#)

Director - 2010 - 2017

- Managed the operational activities of the information technology center.
- Provided oversight management for all financial activities of the center.
- Led all sales activities.
- Supported computer training and tutorials.

Alama Private School, Plateau Nigeria

Computer Instructor - 2009 - 2010

- Prepared lesson notes and plans and taught several classes of primary and secondary school students.
- Coordinated the 2009/2010 session examination process.

The Lord's Valuables Ministries, Plateau Nigeria

Co-Administrator - 2007 - 2015

- Planned and scheduled various programmes and activities.
- Coordinated service workers.
- Administered day-to-day activities of the church, including preaching and teaching.

Sacred Heart Academy, Plateau Nigeria

Head Mistress - 2006

- Provided oversight management for all administrative matters.
- Led teaching activities for Primary 5 students.
- Prepared reports on all activities handled by self.

United Nations Development Project, Lagos Nigeria

IT Support - 2001 - 2003

- Installed software solutions and configured hardware devices.
- Monitored and maintained networks and systems.
- Supported troubleshooting of systems and networks.
- Ensured that all network systems ran smoothly.
- Participated in training activities.

Government College Utonkon, Benue Nigeria

NYSC, Geography Teacher and Club Coordinator, HIV/AIDS - 2004 - 2005

- Participated in teaching SSS1-SSS3 students.
- Prepared lesson notes and plans.
- Coordinated the 2004/2005 session examination process
- Created awareness for HIV/AIDS.

EDUCATION

Master of Public Health (Monitoring and Evaluation) - In View

University of Ibadan, Ibadan, Oyo State

Postgraduate Diploma in Education - 2012

National Teachers Institute (NTI), Plateau, Nigeria

Bachelor of Science in Computer Science - 1999 - 2004

Babcock University, Ogun, Nigeria

Research title: "Network Security"

Secondary School Leaving Certificate (SSCE) - 1993 - 1999

FOUCOS Secondary School, Lagos, Nigeria

Primary School Leaving Certificate - 1988 - 1993

ADRAO International School, Lagos, Nigeria

CERTIFICATIONS AND TRAININGS

- Executive Certification in Trauma Management, Asthef, 2024
- Global Health eLearning Center on M and E Fundamentals, 2023
- Global Health eLearning Center on Geographic Approach to Global Health, 2023
- Global Health eLearning Center on Data Quality, 2023
- Global Health eLearning Center on mHealth Basics, 2023
- Global Health eLearning Center on Nutrition, 2022
- Global Health eLearning Center on Immunization Essentials, 2022
- Public Speaking and Technical Presentation, Aplus Trainers 2022.
- Diploma in Life Coaching, Oxford Home Study Center 2022.
- Supply Chain: mSupply Accreditation (Desktop User Level(s) 1-3) - 2021.
- COVID19, The ICRC's role and Challenges. 2020 Waterfalls Continuing Education.
- National Institute of Public Relations (NIPR) - Student - 2019.
- Hepatitis: The Silent Killer: SHI 2018.
- School of Tomorrow (A.C.E Education Training Centre), Jos (Supervisor & Administrator Training) - 2009.
- Springfield Bible Training Centre, Jos (Diploma in Theology): 2006 - 2008.
- Nigeria Institute of Management (NIM), Jos - Associate Member (In view)
- Elocution and Public Speaking -Confidence Boosters Network 2007

FELLOWSHIPS AND MEMBERSHIPS

- DEAL Fellow, West African Institute of Public Health, 2023
- Associate Member. Academy of Public Health, 2023
- Associate Member, Nigerian Red Cross Society, 2023
- Member, Professional Mentor and Coach , Chartered Institute of Corporate Mentoring and Coaching Nigeria 2019.

INTERNSHIPS

- Padmore Global Enterprises LLC, USA; Elevate Entrepreneurs Bootcamp/ Workshop, 2024