ADEWUNMI ADEBIYI

SUMMARY

A Protocol and services specialist with over 6 years of experience in corporations, organizations and individual relationships, visa application/travel and ticketing, event planning and management, products procurement, . Want to be part of an organization which enhances creativity and motivation in other to utilize my skills and experiences.

2600 Park Ave, Bridgeport, CT 06604

857-264-9879

oyinade@gmail.com

SKILLS

Proactive and assertive personality

Proficient in MS Office and knwoledge of Adobe Cloud

Highly meticulous

Outstanding organizational and Time management skills

Excellent written and verbal communication skills

Analytical thinking, decision making and problem solving

Staffing and recruiting

Ability to work with diverse backgrounds

Event Planner

AWARD

University Honors List 2005/2006

EXPERIENCE

Asst General Manager Protocol/Gen-Sevices

- Performed executive level administrative,supervisory work and travel plans
- Maintained executive relationships between the company, organizations and Diplomatic community
- Coordinated and ran events and concerts
- Supervised procurement of materials, equipments and merchandise for the company

Protocol Manager

- Trained junior team/staff members
- Organized travel plans for management, staff members, artists and their crew members
- Acted as the communicatio contact between Embassies and the company
- Organized events/concerts locally and Internationally with project team

Client Relationship Executive

- Marketing of the company to new clients
- Worked with old clients on maintaining the technical services
- Other duties as assigned

Intern

- Analysis of data on relations between Nigeria and Kenya
- Daily summary of political and economic events in Kenya
- Served as personal assistant to the Ambassador

EDUCATION

Master of Arts
Sacred Heart University
USA/2019

Strategic Communication and Public Relations

Bachelor of Arts
United States International
University Kenya/2009

International Relations and Family Studies