

ELIZABETH AMOO

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SUMMARY

Results-driven professional with experience in project management, administration, and social media management. Proven ability to work efficiently, think critically, and communicate effectively. Skilled in project planning, inventory management, and content creation. Passionate about delivering high-quality results and driving growth.

WORK EXPERIENCE

Project Manager, Recalibrate_teya

Nov 2022 - Oct 2023

- Managed projects aligned with strategic goals, ensuring effective resource use and achieving desired outcomes.
- Developed and executed project plans, resulting in a 20% increase in program participation.
- Built and maintained relationships with stakeholders, including donors, partners, and community members.
- Led team meetings and analyzed project data, resulting in a 25% reduction in project delays and achieving a 90% team attendance rate.

Appointment Setter, Yomide Atelier (Fashion house)

Mar 2022 - Dec 2022

- Successfully scheduled appointments with potential clients, increasing sales team productivity and contributing to the fashion brand growth.
- Utilized strong communication skills to understand client needs, and build relationships with customers.
- Managed client's appointment calendar, collaborated with sales team, and ensured seamless client interactions, resulting in improved customer satisfaction and loyalty to the fashion brand.
- Worked closely with the fashion designer, where I assisted in final styling touches on event days, styling clients with designer outfits to ensure a perfect fit.

Store Manager, Aduns Hair Store

Sep 2019 - Apr 2021

- Managed the store daily, supervised staff, controlled inventory, and handled customer service.
 - Created sales plans to increase revenue and met sales targets.
 - Maintained store appearance. Built and maintained strong customer relationships to increase loyalty and retention.
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VOLUNTEERING EXPERIENCE

Lagos Food Bank Initiative

May 2022 - Present

General Secretary, RCF FUNAAB

Jan 2022 - May 2025

- Served as a key member of the fellowship's leadership team, overseeing administrative and operational aspects.
- Assisted in planning and executing fellowship programs and projects, contributing to their success with a 95% satisfaction rate and a 45% increase in attendance.
- Maintained accurate records and documents, ensuring compliance with fellowship regulations.
- Composed letters, memos, emails, reports and other documents as requested by the president or other members of the executive.

EDUCATION

Bachelor of Agriculture in Soil Science and Land Management	May 2025
Federal University of Agriculture, Abeokuta	
• Specialization in Soil Microbiology • Thesis on "Effect of Arbuscular Mycorrhizal Fungi Inoculation and Neem Seed Cake Application on Nodulation and Nitrogen Fixation by Soybean".	
West African Senior School Certificate Examination	June 2017
The Voice International School	
First School Leaving Certificate	July 2011
St. Mark Nursery and Primary School	

ADDITIONAL INFORMATION

- **Technical Skills:** Project Management, Program planning and execution
- **Soft Skills:** Public Speaking, Teamwork, Time Management, Leadership, Effective Communication, Problem Solving, Critical thinking
- **Languages:** English, Yoruba
- **Certifications:** Entrepreneurship and Small Business Training, MasterCard and Jobberman (June 2024), Event Hosting and Public Speaking, Udemy (April 2025), General Secretary Certification, Redeemed Christian Fellowship, FUNAAB (June 2025), Project management, agile and scrum, Udemy (June 2025)