

ADEKELA BALOGUN

IT Assistant

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Work History

2022-10 – 2023-04 **IT Assistant**

Florida International University (FIU); Miami, FL

- Contributed to the development of data-driven recommendations for business strategy.
- Assisted in developing and maintaining business intelligence dashboards and reports.
- Collaborated with cross-functional teams to identify opportunities for process improvements.
- Analyzed and interpreted complex data sets to provide insights for business decisions.
- Compiled reports and analyzed data to enhance performance.
- Ran required diagnostics.

2022-03 - 2022-05 **Financial Associate**

Florida International University (FIU); Miami, FL

- Interpreted data on price, yield, stability, future investment-risk trends, and other investment-related factors.
- Formulated, directed, and coordinated marketing activities and policies to promote products and services.
- Discussed with sponsors and organizing committees to plan the scope and format of events and establish budgets.

2015-04 - 2017-07 **Project Manager**

Gametime Sports and Recreation, Lagos, Nigeria.

- Formulated, directed, and coordinated marketing activities to promote products and services.
- Conducted commercial surveys to identify potential markets for products & services.
- Responded to requests for information from social media.
- Coordinated services for events such as facilities, catering, displays, special needs requirements, and security.
- Met with sponsors and organizing committees to plan the scope and format of events and establish budgets.
- Gathered data on competitors and analyzed their prices, sales, and marketing methods.
- Conducted financial analyses to inform investment decisions and forecast business conditions.

- Evaluated data on costs to plan budgets.

Education

2022-01 - 2023-04

MBA-BA (Masters in Business Administration – Business Analytics)

Florida International University (FIU); Miami, FL

2017-08 - 2021-07

Bachelor of Arts in Economics

Florida International University (FIU); Miami, FL

- Co-Founder, African Student Association.
- Grew a community of over 300 students and helped in facilitating their growth through various activities, including educational presentations and inviting guest speakers who are currently successful in their respective careers but were also once international students.
- Made sure there was proper dissemination of information to members via various channels.

Skills

Technical Skills: Data Modeling, Data Analysis, Business Intelligence, Data Warehouse, Data Visualization.

Professional Skills: Problem solving, Multitasking, Project lifecycle management, Teamwork, Customer Success, Effective Communication, Active listening, Ability to work independently or as part of a team.

Software

Java, Python, HTML, ChatGPT, SQL, Tableau, Rapid miner, R studio
