**Mofetoluwa A. Boluogun** [[LinkedIn](https://www.linkedin.com/in/mofetoluwa-boluogun-abb018153/)]

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PROFILE

I am an enthusiastic events management professional passionate about planning and executing successful events. Throughout my academic and professional journey, I have developed competencies that will make me a valuable asset in any events management team. I am result-oriented, diligent, excellent at communicating, and possess great interpersonal skills.

I am keen on working with professionals who share my passion and look forward to applying my skills and knowledge towards the successful execution of events while on my journey towards continuous learning and development.

EDUCATION & AWARDS

#### 2023 – 2024 - Master of Science, International Events Management

#### Leeds Beckett University, United Kingdom

#### Distinction (Dean’s List)

**Course Representative**

#### 2011- 2015 - Bachelor of Science, International Relations and Diplomacy

#### Afe Babalola University, Nigeria

#### First Class Honours

**Academic Excellence Award (2012-2014)**

#### Best Graduating Student of International Relations and Diplomacy (2015)

KEY COMPETENCIES

* Strong leadership skills.
* Excellent communication and presentation skills.
* Great interpersonal skills.
* Flexibility and adaptability.
* Excellent planning and organisational skills.
* Great project management skills.
* Strong problem-solving skills.
* Great time-management skills.
* Ability to stay calm and focused under pressure.
* Great eye for accuracy and attention to detail.
* Great research skills.
* Proofreading and editing skills.
* Article and fictional writing.

WORK EXPERIENCE

# Better Leeds Communities (Casual Work) - Apr 2023 till date

### First Contact Officer

* Managing appointment bookings for the advice workers; telephone, emails and walk-ins.
* Managing client requests and enquiries
* Managing event bookings
* Preparing event venues for events
* Assisting with the planning of the organisation's events
* Acting as the first point of contact for clients
* Providing administrative support for the organisation

# G4S Security Company (Zero Hour Contract) Jun 2023 till date

### Event Safety Steward

* Carrying out pre and post event safety checks, ensuring compliance with safe working procedures
* Greeting, assisting and directing visitors attending the event
* Ensuring that no prohibited or restricted items are taken into the secured zones within the venues
* Monitoring visitor / crowd movements and behaviour to identify potential issues or incidents and to take action as necessary

# Workforce Group (Full time) - Jun 2019 – Dec 2021

### Team Lead, Learning and Development (Senior Analyst)

* Led a team of 4 execution officers and successfully delivered over 200 training events and over 20 team building and strategy retreat events.
* Successfully planned and delivered 6 Conferences and 15 Webinars.
* Developed, presented and negotiated over 50 technical and commercial proposals for the business unit and achieved over 200 million naira in revenue.
* Ensured quality management of all delivered events; carrying out extensive research, developing training materials, updating checklists, and developing templates.
* Conducted post-event evaluations and prepared extensive reports.
* Developing and managing training and events budgets.

VOLUNTEER EXPERIENCE

# Leeds 2023 – Event Support Volunteer May 2023 – Jan 2024

# My Leeds Summer Events

# Kirkstall Jazz on the Farm

# Hyde Park and Headingley Festival of Culture

# Family Flourish Day Harvest

# Leeds Youth Music Celebration Concert

# Leeds International African Arts Festival

# Leeds Moon Palace

# Leeds Opera Festival

# Leeds Beckett Students’ Union – Event Support Volunteer Mar 2023

### Global Showcase 2023

#### Designed a running order for the whole event

#### Organised talent order during the event