

PERSONAL INFORMATION

Timothy Olutubo

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PERSONAL STATEMENT

A recent Master's graduate of Environmental Engineering and Management.

Passionate about energy, sustainability, environmental management and sustainable development.

Fast-learner, versatile, innovative and proactive. Loves challenging endeavours and has a strong penchant for excellence.

WORK EXPERIENCE

March 2016 till date

Sports Analyst

Betgenius OÜ, Tallinn (Estonia)

- Monitored, analysed and updated sports data for live football matches.
- Planned and supervised broadcast of football matches using specialised software systems.
- Ensured accuracy and quality control in data delivery.

18 Sep 2014 – 31 Jan 2016

Backend Customer Service

Hesburger AS, Tallinn (Estonia)

- Ensured prompt processing and delivery of customers' orders.
- Ensured compliance of products and processes with the company's quality standards.
- Earned the 'best employee of the month' award in June 2015 for diligence and excellence.

9 Sep 2013–15 Jul 2014

Business Associate (Product Management and Business Development)

Insidify.com, Lagos (Nigeria)

- Conducted regular web analysis and made proposals for optimising the company's website for increased traffic and lead generation, and improved user interaction.
- Coordinated alpha and beta testing of all of the organisation's products before launching.
- Wrote articles and published blog posts to promote the company's brand and online presence.
- Crafted Standard Operating Procedures (SOPs) for major processes and procedures

9 Apr 2012 – 29 Jun 2012

Business Associate (Content Management)

Insidify.com, Lagos (Nigeria)

- Developed content for and fine-tuned the company's website, www.insidify.com.
- Developed business models for smooth and profitable running of the company.
- Crafted blue ocean strategies through brainstorming sessions for benchmarking competition.
- Developed creative ideas and innovations that helped decision making and project execution.

March 2012 – May 2012

Participant

Global Enterprise Experience (GeeBiz)

- Participated in an international business proposal-writing competition on a heterogeneous team of eight (8) persons from across 6 countries of the world.
- Developed a business concept proposal alongside other team members for waste management in Lagos state of Nigeria and personally handled the market survey section of the proposal.

EDUCATION AND TRAINING

1 Sep 2014 – June 2016
(Awaiting Graduation)

M.Sc. Eng. in Environmental Engineering and Management

Tallinn University of Technology, Tallinn (Estonia)

- Recently concluded a comprehensive research (master's thesis, graded 'excellent') on improving sustainable energy policy and practice in Nigeria with recommendations from the EU.
- Completed the programme as the best student with a CGPA of 5.0 on a scale of 5.
- Acquired key competencies in the areas of Sustainable/Cleaner Production, Environmental Policy, Environmental Technology, Environmental Impact Assessment and Environmental Management Systems among others.

2013

Customer Service

U-Connect Human Resources Limited, Lagos (Nigeria)

- Emotional intelligence
- Communication
- Persuasion
- Empathy

2012

Entrepreneurship and Employability

Employment Edge Nigeria

- Work etiquette
- Public speaking
- Business writing

2006–2011

B. Agric. in Soil Science

Obafemi Awolowo University, Ile-Ife (Nigeria)

- Graduated in the top 5% with a GPA of 4.33 on a scale of 5.
- Topped the class in several courses ranging from pure science and engineering to social science courses.

1999–2005

Secondary School Leaving Certificate

Adeline Ogunlade Memorial Home Secondary School, Abeokuta (Nigeria)

- Passed with 6 distinctions and 3 credits of 9 subjects taken.
- Graduated as one of the top 3 overall best students after consistently maintaining an excellent academic performance for 3 consecutive sessions.
- Served as the Library prefect and president of the school's press club for one academic session.
- Represented and won various awards for the school at various regional quiz competitions.

PERSONAL SKILLS

Mother tongue(s)

Yoruba

Other language(s)

English
German

| UNDERSTANDING | | SPEAKING | | WRITING |
|---------------|---------|--------------------|-------------------|---------|
| Listening | Reading | Spoken interaction | Spoken production | |
| C2 | C2 | C2 | C2 | C2 |
| A1 | A1 | A1 | A1 | A1 |

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

- Acquired excellent communication skills from participation in the 'Global Enterprise Experience' (GeeBiz; an international business competition) on a heterogeneous team of eight (8) persons from across 6 countries of the world. (www.geebiz.org)
- Developed correspondence skills through working as a business associate at Insidify.com.
- Developed empathy and listening skills in the course of customer relations; attending to and resolving client-related issues.

Organisational / managerial skills

- Leadership (headed a team of 36 people for a 12-month project required for the fulfilment of the Bachelor's degree)
- Developed Team work capabilities from executing projects with other colleagues as a team member of the product development unit at Insidify.com.

Job-related skills

- Environmental Impact Assessment.
- Research.
- Project Management.
- Policy Analysis.
- Writing.
- Search Engine Optimization.
- Google (and web) Analytics.

Digital competence

SELF-ASSESSMENT

| Information processing | Communication | Content creation | Safety | Problem solving |
|------------------------|------------------|------------------|------------------|------------------|
| Independent user | Independent user | Independent user | Independent user | Independent user |

Digital competences - Self-assessment grid

- Good command of Microsoft Office™ tools (Microsoft Word, Excel and PowerPoint for running day-to-day office tasks)