**KAYODE ATOYEBI**

Kelowna, BC | 236-338-5404 | emanlin004@gmail.com

**PROFESSIONAL SUMMARY**

Adaptable, proactive, focused and motivated Project Assistant with over 6 years’ experience in project management , control and administration.

**SKILLS HIGHLIGHTS**

* Database Management: SharePoint, Viewpoint and Dropbox.
* Project Management: Project Control, Resource Planning and Coordination, Document Control, Queries, Accounting, Change Order, RFI’s submittal.
* Project Administration: Scheduling, Finance Administration, Contract Documentation, Time Management.
* Project Management Applications: Primavera P6 software, Microsoft Project, Microsoft Offices- (Ms Word, Microsoft Excel, and PowerPoint).
* Analytical Skills: Commitment to Business Process Improvement, Critical thinking, Confidentiality, Accounts and Administrative Functions.
* Interpersonal Skills: Team collaboration, Communication Management, Attention to Detail, Customer Partnership, Prioritization and Multitask.

**EMPLOYMENT HISTORY**

**Site Manager – United Living North, Kent, UK. 2024 – 2024**

* Facilitate United Living Process Assets implementation to enhance industry best standard practices on Health & Safety compliance, Quality Assurance & Control, workflow coordination, target project goals, schedule, and budget.
* Responsible for project control processes by generating 2-4 weeks look ahead for project progress monitoring and visibility. Using the Critical Path Method analysis technique in managing projects, Identify and implement effective solutions to minimize program delays and inform Project Teams of any potential slippage.
* Optimize project performance and update weekly project status using Primavera P6, to ensure timely project delivery and significantly reduced project risks.
* Coordinate continuous improvement of project planning processes by integrating lessons learned and industry best practices, resulting in streamlined workflows and enhanced project efficiency.
* Prepare Work Performance Data & Information (WPI) to facilitate project schedule review meetings with cross-functional teams whilst controlling the live project progress.
* Prepare meeting minutes, memos, quotes, contracts, project instructions, and correspondence ensuring professionalism in communication with stakeholders.
* Manage ordering of project materials on Just-In-Time delivery obtaining an average 5% savings off materials budget and creating cost-effectiveness in project delivery.
* Coordinate tracking log of RFI’s, close Out of project pending actions, impediments, and challenges, achieving a seamless contractor claim/dispute resolution process.

**Site Manager – Greenchurch Development, Nottinghamshire, UK 2022 – 2024**

* Facilitate the daily update of the Line of Balance (LOB), enhancing project tracking accuracy, and highlighting requirements for Early Warning Notice (EWN) to ensure project progress visibility.
* Manage Requests For Information, special requirements for care homes, including doc m packs for safety provision in disabled bathrooms, and medication rooms.
* Populate and maintain an organized project filing system, Operation & Maintenance manuals, drawings updates, and correct work orders on SharePoint.
* Deal with all building control & health and safety visits with related Ofsted and National Health Service/Care Quality Commission requirements.
* Facilitate site audits, site induction, toolbox talk, and signed-off permit work documents resulting in consistent adherence to safety protocols and maintaining a secured working environment, achieving a 100% safety compliance rate.
* Conduct weekly appraisals of delay trackers, project progress status, and program of work, contributing to an increase in project control and enabling proactive responses to anticipated delays.
* Supervisory and approval of Quality Assurance (QA) checklists for sub-contractors to reduce snagging, rework and remedial works by 30%.
* Coordinate activities of sub-contractors and employee teams, to ensure seamless collaboration and achieved a 15% improvement in overall efficiency in project delivery.

**Project Officer – Ministry of Niger Delta Affairs, Abuja, FCT 2018– 2022**

* Facilitate diverse project planning and execution within the region, ensuring optimal resource utilization and timely project completion.
* Support periodic evaluation, project milestones, key milestones, payment milestones, and stage gates of capital projects following government policy and working practices.
* Regular situation reports, actual performance, and variance against plan and forecast outcomes, highlight key milestones and critical path issues to members of the teams, provide an impact assessment, and recommend solutions.
* Liaise effectively with project teams, trade, stakeholders, internal departments, and community and indigenous leaders to ensure all project plans connect to the culture and requirements.
* Draft project evaluation report, the resourcing option with the initiative to optimize the efficiency of service and product implementation.
* Support new talents career development with passionate knowledge sharing.

**EDUCATION & TRAINING**

Msc Construction Management – Obafemi Awolowo University, Ile-Ife, Nigeria **2016**

Bsc Building Technology – Obafemi Awolowo University, Ile-Ife, Nigeria **2009**

**REFERENCES**

Available upon request.