

# NORE OKOSUN

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## PROFESSION SUMMARY

Expertise experience in providing specialized project business management guidance, event coordination, and support to enhance **services and project deliverables**. Skilled in fostering collaboration, strategic planning, and effective leadership for driving successful outcomes. Excellent communicator with a proven ability to engage stakeholders at all levels. Proficient in Microsoft Office Suite tools. Self-motivated and proactive, committed to exceeding targets and facilitating positive change. Committed to utilizing strong communication and stakeholder engagement skills to contribute to organizational success and facilitate positive change.

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## AREA OF EXPERTISE

Administrative support and Organization	Stakeholder engagement and communication
Sustainable planning and implementation	Risk Management and Quality Control
Problem-solving and Critical thinking	Environmental Management Plan
Research and development	Event Planning and Coordination
Collaboration/Teamwork	Data analysis and reporting

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## EDUCATION

- Master of Applied Science, Environmental Systems, Engineering and Management (In-Progress) –Memorial University NL
- Master of Science, Environmental Science– University of Witwatersrand SA
- Bachelor of Science, Environmental Science– University of Benin NG

## CERTIFICATE

- Certificate in Advance Occupational Safety Management Systems
  - WHMIS certification
  - Customer Service Training Programme
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## PROFESSIONAL EXPERIENCE

### Mentorship/Administrative Assistant (Volunteer Experience)

Nov 2023 – Mar 2024

Glow Learning on Wings, VA - USA

#### Responsibilities:

- Collaborated with program leaders to develop resources and materials for mentorship sessions, contributing to the overall success and growth of the mentorship program through proactive participation and initiative.
- Provided comprehensive administrative support for mentorship initiatives, including managing communication channels, scheduling meetings, and maintaining records.
- Mentored individuals in career development, offering guidance, support, and encouragement to help them navigate their professional paths.
- Coordinated and organized mentoring programs and events, ensuring seamless execution and maximum participant engagement.
- Contributed time and effort to support the mission and objectives of a non-profit community organization, gaining valuable experience in program management and community engagement.

### Assistant Program and Events Manager

Aug 2023 – Dec 2023

WeCare Foundation NL, CA

#### Responsibilities:

- Worked closely with the We Care Foundation of Newfoundland and Labrador team to ensure successful planning and implementation of initiatives, contributing to overall organizational goals and objectives.
- Collaborated with program managers to plan and execute high-profile events, overseeing logistical arrangements, vendor coordination, and participant communications.
- Engaged with diverse populations, including newcomers, racialized individuals, and people from diverse cultures, fostering understanding and inclusion within the community.

- Coordinated with cross-functional teams to ensure seamless event execution, managing timelines, resources, and stakeholder expectations.

**Lead Environmental Service  
MariewitConcept Limited, NG**

**Aug 2021 – Apr 2023**

**Responsibilities:**

- Conducted environmental assessments, resulting in recommendations that led to a 20% reduction in environmental impact within six months.
- Developed and maintained a comprehensive database, improving environmental progress tracking by 15% and reducing time spent on data management tasks.
- Implemented environmental management systems, resulting in a 25% decrease in resource consumption and a 20% increase in waste diversion rates.
- Set and achieved organizational sustainability targets, resulting in measurable resource usage and waste reduction improvements.
- Managed and oversaw daily business transactions, increasing operational efficiency by 5%.
- Ensured adherence to best corporate, ethical, and social responsibility practices, resulting in a 10% increase in employee compliance.

**Administrative/Procurement Assistance  
Solnek Engineering Limited, NG**

**Feb 2020– Aug 2021**

**Responsibilities:**

- Implemented planning and cost control measures resulting in a 10% reduction in procurement costs and ensured effective implementation, management, and delivery in compliance with standards and regulations.
- Coordinated with technical resources for effective problem resolution and decision-making, leading to a 15% increase in project efficiency.
- Conducted rigorous invoice verification procedures based on commercial risks.
- Developed purchasing specifications and monitored performance metrics that resulted in a 10% improvement in supplier performance and a 15% decrease in procurement lead times.

**Lagos State Environmental Protection Agencies (LASEPA) – Intern**

**Jan 2019 – Feb 2020**

**Projects: Develop new strategies for the management and protection of the environment.**

**Responsibilities:**

- Monitored and analyzed environmental data, prepared reports, and presented findings to senior management.
- Established positive relationships with stakeholders, including regulatory agencies and community organizations.
- Review and assessment of designs and technical reports detailing findings and recommendations.
- Coordinated aspects of pollution control, waste management, and renewable energy.

**Customer Service Representative  
Nican Engineering Limited, NG**

**Apr 2016 – Dec 2018**

**Responsibilities:**

- Conducted market study to identify target customers' needs, which helped meet our client expectations.
- Responsible for quality customer service, problem-solving, and detailed information on new products.
- Prepared weekly sales reports for the sales team and sales management.
- Supported the sales team in meeting all sales and service objectives.
- Generated repeat business through successful client follow-up

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***References are available upon request.***