

TAYO SOLAGBADE - Resume

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Objectives

1). To give the most efficient services of which I am capable, rendering the fullest possible quantity and the best possible quality of service in the capacity of salesman of Self-Development Education, Best Practice Solutions, Rapid Webdesign, Excel VB Solutions - and other services I may be privileged to offer others.

2). Periodically take up challenging (part-time/contract) opportunity with a high-profile organisation allowing me to apply my excellent skills in interpersonal relations, workplace performance enhancement coaching and people development, in conjunction with my expertise in creative integration of conventional training methods with electronic techniques, to ensure regular achievement of optimal employee productivity.

Summary

Multipreneurial and energetic with excellent analytical, organizational, and creative skills. Adaptable and versatile. Especially skilled at building effective, productive working relationships with clients and staff. Excellent management, negotiation and public relations skills. Possess high aptitude for analyzing problems, developing and simplifying procedures, and finding innovative solutions. A habit of Going The Extra Mile (whenever necessary) to get the job done, enables me deliver performances exceeding expectations.

- **Proven expertise** in advanced Excel spreadsheets programming for easier data analysis and report-generation. As an employee, many of my applications were adopted for formal reporting purposes in the organisation I last worked. *Today, I develop custom spreadsheet applications for use by my clients for a fee.*
- **Highly proficient** in the use of advanced PC and Internet technology for VERY low cost, but high impact communication/business marketing. For instance, I **incorporate customised CGI automation** into new/existing websites – and develop comprehensive **Website Marketing Strategies** - that enable business owners reach a larger pre-qualified audience at reduced sales/marketing costs.
- **Proven ability** to motivate/coach and work effectively with persons from other cultures and all walks of life. Skilled in working within a multi-cultural environment with limited resources.
- **Over 7 years as a manager in a fast-paced multinational** corporation with a track record of producing extraordinary results working with minimal supervision – which led to early assignments to Senior Management secondments.
- **Ability to learn very quickly and adapt to changing situations.** Rapid acquisition of new skills (via self-tutoring) relevant to achievement of set goals is a major strength.

Experience
(Self-
Employment)

❖ **2002–Date Self-Development Academy(SDA) LtdRC492, 204 Lagos**

Founder(Self-Development/Performance Enhancement Specialist)

- Presently running the first of a series of planned online awareness campaigns regarding a solution I believe enables ANY African publish a physical book at zero cost AND earn foreign exchange income from its sales by using Internet Based Print On Demand Service Providers. I provide details based on my personal experience doing this(See <http://www.spontaneousdevelopment.com> – to read my article titled *A “System” That Can Produce Millionaire African Writers*).
- I offer a Book Writing Support Service aimed at **(i) providing training** – via learning events like seminars, workshops etc - for persons interested in learning to do what I have done OR **(ii) helping intending authors/writers** who cannot spare the time **(ghost) write/publish** their books. Details of this service available on my website at: <http://www.spontaneousdevelopment.com/writeyourbook.htm>.
- Routinely explore opportunities for part-time/contract relationships (or mutually beneficial collaborations) with organisations within and outside Nigeria. Preliminary two week visit to Ghana recently (25th June – 11th July 2005).
- Offer Customisable Talks, Seminars, Coaching programs on Self-Development, Performance Enhancement, Best Practice etc.
- **Published:** 113 page paper back manual "Ten Ways You Can Use Self-Development To Create The Future You Want" available for purchase from two online stores hosted by the following Print-On-Demand service providers:

CafePress.com <http://www.cafepress.com/sdaproducts/tenways>

Lulu.com <http://www.lulu.com/sdaproducts>

I will bring my knowledge and skills used to achieve the above, and more, to bear – with appropriate adaptation - on the work I will be doing.

- **2005 Self-Help Auto run CDROM** also on sale since April '05(see <http://www.selfhelpcd.v27.net>)
- Delivered Talk “**Ten Ways You Can Use Self-Development To Become A High-Flyer At Work**” at Corona School’s Trust Council. Engaged to deliver same talk to all 6 branches in Lagos. (May – July 02).
- (VC Approved) Talk “**Ten Ways You Can Use Self-Development To Create The Future You Want**” at University of Lagos (May 02). Talk converted to a FREE ten week e-mail course – and later into book now on sale via Internet.
- Led Sept.'02 staff seminar at Center for Management Development(CMD) - Management Village -Shangisha, Lagos.**(Presented 45-page Research paper: Self-Development As A Tool For Achieving Career Advancement.** My published Ten Ways book is partly based on findings from this research work .
- Conducted **Advanced(Power User™) Experiential Coaching in MS Excel, MS Power Point and MS Projects** for MTN Nigeria Matori, Lagos.(Aug/Sep 03).

- Delivered Experiential Coaching Talk on **“Achieving Continuous Interpersonal Effectiveness”** to fourteen (14) management trainees at Tantaliser’s Headquarters in Festac – July’ 04(Invited by Impact Consulting).
- ❖ **Feb. 04 –Date SDA’s Corporate Business Studio(now Creative Business Solutions) Lagos**

I] As Rapid Web design & Content Copywriting Specialist

Between Nov. 03/Jan 04, taught myself to build commercial quality websites using Industry standard software viz: Adobe Photoshop, Macromedia Dreamweaver, Macromedia Flash etc.

a). Websites built include(Feb – Sept. 04) :

1. <http://www.torjtechnology.com>(Auto run CDROM promo produced)
 2. <http://www.strangenig.com>
 3. http://www.selfhelpcd.v27.net*
 4. http://www.cbsolutions.v27.net*
 5. http://www.excelheaven.v27.net*
 5. http://www.spontaneousdevelopment.com*
- *(Personal marketing sites)

b). Auto run CDROM Promos Creation: Cost effective offline complement to the websites I build. Part of an overall **website marketing strategy development service** I provide. (see <http://www.selfhelpcd.v27.net>)

II] As Excel VB Solutions Developer(Visit www.excelheaven.v27.net - it points to a sub domain of spontaneousdevelopment.com).

- **Developed menu-driven e-version** of Department of Petroleum Resources (DPRs) Environmental Guidelines And Standards For The Petroleum Industry In Nigeria(EGASPIN – 314 page document) -at the request of Environmental Accord Nigeria Limited for Statoil Nigeria Limited (July – August 04)
- As part of Best Practice system solutions, **developed Business Manager™ application for small businesses** to handle Auto-Invoice Generation, Auto computation of Financial data, Bank Balances etc(Dec ’04 – Jan ’05). Customisable cost-effective alternatives to expensive off-the-shelf applications.
- Developed **Automated Restaurant and Bar Daily Sales, Expenses & Materials Usages Reconciliation Spreadsheet** Application for Wise Ken Enterprises, Lagos, Nigeria (Mid July – Mid – Sept 05). See demo version download at <http://www.excelheaven.v27.net> (subdomain of my site).
- **Current Project:** Developing an Automated Spreadsheet Software(**Civil Engineering Project Manager™**) for a Structural Engineering Construction Consulting firm in Lagos, Nigeria. The Excel software will facilitate building construction project expenses tracking/bills reconciliation, reports preparation, consultant’s payment computation. **Started:** 01/11/05. **Target end :** 30/11/05.

Background

I joined Guinness Nig. Plc in Oct. 94 as Graduate Trainee. Worked as Shift Brewer, Beer Packaging Shift Manager(with extra role as a Best Practice/ World Class Manufacturing Process Mgt Champion).

I voluntarily resigned as Technical Training and Development Manager(TTDM), Benin Brewery, in Dec. 2001 (with departmental/brewery level send-forth ceremonies organized for me) in order to start my business(See Experience - Self-Employment).

❖ **2000/2001 - Guinness Nigeria Plc, Benin City, Edo state "**

Promoted from Brewer to **Technical Training and Development Manager - TTDM** (i.e. from Sept. 2000)

- Before resuming as TTDM, nominated to attend the Institute Of Brewing's (IOB) International Brewing Course in the UK for 6 weeks (in September/October 2000).
- Using self-taught skills(in my spare time), I developed Excel VB Automated Excel Training Records Database package, as a temporary alternative to the off-the-shelf application expected from the IT department. Package used during the ISO 9002 Standards Organisation of Nigeria (SON) certification audits (Aug. 2001) in Benin/Lagos Breweries.
- About 3 months after resuming as TTDM, successfully completed secondment as acting Production Manager (as Head of Brewing department) for 5 weeks. Major capital maintenance projects requiring prolonged shutdowns executed successfully during this period.
- Conducted Site Wide Training Needs Analysis Questionnaire Survey, based on which appropriate Training courses/programmes were arranged and/or conducted for Staff and Managers. "
- Successfully deputized for Technical Manager between late July and End August 2001 (i.e. all through preparations for – and actual conduct of – the ISO 9002 certification audits).
- Nominated and trained as Brewery ISO 9002 Audit Champion/Internal Auditor. Was ISO champion for Training department. The department scored NIL (Zero) non-conformity during the final SON certification audits.
- Successfully facilitated preparation of 100 item Pre-Selection test questionnaires for first stage of personnel recruitment exercise for new bottling Line 6. Worked with Certified Psychologist from Psytech UK to conduct Psychometric tests for pre-selected personnel during second stage recruitment exercise.
- Attended one-day Test Administrators training, and sat/passed formal certification test. Received certificate of my qualification as Certified Test

Administrator from Psytech UK (Sept. 2001).

- Produced a Self-Managed Development Training Guide for Engineering Trainees (Staff Induction Trainees) in the brewery's Training department (December 2001): to enable a trainee equip himself with knowledge/skills that will enable him fit into any technical department in brewery.
- Produced a comprehensive Training Module for a 2-day In-house Train-The-Trainer Course. Facilitated two runs based on requests from departmental heads.
- Designed comprehensive color Information Leaflet on Guinness Benin for new employees on induction - adopted for use by the Human Resources Services department (following formal e-mail commendation from the HR Manager)
- Produced a detailed 2-page Flow Diagram of the entire brewing and bottling processes in Benin Brewery (from raw materials into bottle/out to trade). Routinely issued to new employees visiting brewery on induction, or to visitors on excursion.

❖ **1998/2000 - Guinness Nigeria Plc, Benin City, Edo state**

Shift Brewer - Production Department (Nov. '98 - Aug. 2000)

- Lead-Facilitated implementation of Best-Operating Practice (BOP) On-The-Job Training Assessments for Velo (Hot Wort Filter) Operators (Feb/Mar. '99).
- Received personal commendation letter (dated 11th October 1999) from Technical Manager on implementation of Five S (5S) Workplace Organisation Systems.
- Received personal commendation letter (dated 09 March 2000) from Acting Production Manager for developing an automated additives usage computation spreadsheet for Malta Guinness brews.
- Developed a Lotus spreadsheet-based On-The-Job Training Assessment format for use in final assessment of Velo Filter Operators towards BOP licensing. Assessment format was formally adopted for use by the Training and Technical Development department (Feb. '99).
- Derived – and formally proposed* for adoption – a formula for estimating Brewery Percentage (%) Brewhouse Efficiency to complement the existing parameter, Brewhouse TurnRound Time. *Production Manager forwarded proposal to Headquarters for consideration by Senior Management. It featured in the monthly Benin Technical Review Meetings minutes from July to December 1998: Ogba brewery was advised to test/develop an adaptation of the formula.

❖ **1998/2000 - Guinness Nigeria Plc, Benin City, Edo state**

Acting. Technical Training and Development Manager - TTDM (Relieved substantive TTDM between Apr. '98 - May'98 and Aug.'98 - Oct.'98)

- Proposed and implemented complete input of all staff Training Records (1996 – 1998) into brewery's DOS-based HR database package – PS2000.
- Developed Lotus spreadsheet macro program to automate generation of Quarterly Training Reports for Corporate Training Group review meetings.
- Developed auto-printing spreadsheet versions of paper-based Brewery's Internal Technical Audit forms. These were then made accessible on the intranet for timely and convenient access by internal auditors. > 90% savings in auditors' time, and expenses on photocopies were made.

Personally produced complete Training Modules for:

- Filler machine Best Operating Practice (BOP) Maintenance Technicians' Training.
- Velo (Hot Wort Filter) BOP Maintenance Technicians and Process Operators Training.
- Fork Lift Truck Drivers' Training.

❖ **1996/98 - Guinness Nigeria Plc, Benin City, Edo State**

Shift Brewer - Production Dept. (Feb. '96 - Jun.'96/Feb.'97 – Mar. '98)

- Key member of "Project Insight" (company-wide initiative aimed at reduction paperwork and development of functional record-keeping formats computerisation) team for brewing operations. Designed new spreadsheets process data recording and report formats agreed upon.
- Proposed and implemented the use of Cumulative Sum Deviation charts (CUSUM Charts) for trending of important beer quality parameters.
- Developed four separate Lotus spreadsheet macro programs, which replaced pre-existing manual report preparation systems. > 95% Savings in report generation times. (1997/99).
- Passed Associate Membership Certification Examinations – earning AME certification from the Institute of Brewing (IOB) – now Institute and Guild of Brewing, UK.

❖ **1995/97 - Guinness Nigeria Plc, Benin City, Edo state "**

Shift Manager - Packaging Dept. (Nov '95 - Jan.'96/Jul.'96 - Feb. '97)

- Successfully identified and rectified false beer wastes recorded from

3.5% to 1.5% during Beer Waste Reduction Project on Bottling Line 5 using a concept(TWUF)* which I derived using spreadsheet tracking.

- Entered paper on "Statistical Process Control and Target Setting" in 1997 Nigerian Institute of Management's Young Managers' Competition (placing 5th at the National Finals in Lagos). TWUF and its usefulness for mass balancing in waste estimations featured in the paper.

Education

- B.Sc (Second Class Upper Division Honours) Agricultural Extension Services.
Awarding Institution: 1987–1992 University of Ibadan, Ibadan, Oyo State, Nigeria.
Best Graduating Student - Second Class Upper Division Honors

- Passed Associate Membership Certification Examinations –AME Certification.
Awarding Institution: 1997 - Institute Of Brewing (IOB) – now Institute & Guild of Brewing, United Kingdom

- Passed Psychometric Test Administrators training for Psytech UK.
Awarding Organisation: 2001 – Psytech International, United Kingdom

Awards

- Best Graduating Student - Second Class Upper Division Honors
- 5th Place, National Finals of Nigerian Institute of Management's Young Manager's Competition(1997)
- Handball: Merit Award, Sports Council('92); Distinguished Service Cross Independence Hall, UNIBADAN(1992) "

Courses/Workshops

1] Self-Sponsored

- **Certificate Course in Application packages** (July – Dec. '94) – Covered Word Perfect, Lotus 1-2-3. Organised by Lagos City Computer College, Ikeja, Lagos.
- Jan/Mar. 1999 -**Intensive Course in French Language** (George Richards' Institute, Benin Branch).*

*My tutor was Cameroonian. I spent 3 weeks (Jul.'99) in Cameroon, to consolidate my learning (self-sponsored). Visited Cameroon in 2001 on company assignment further helped. Now read, write, speak French. Achieved intermediate fluency: communicate fairly easily with French-speaking persons who cannot speak English.

- **Small and Medium Scale Food Production And Export**(Nov. 1999). Organised by Bashy Group Limited during Success Digest during Success Digest Magazine's Business Opportunity Expo.
- **Internet Mastermind Summit**(April 2000). Organised by Sunny Obazu-Ojeagbase during his Success Digest Magazine's Business Opportunity Expo.
- **Microsoft Visual Basic Training Course** (Jan – Feb. 2002). Organised by Netsoft Systems Ltd., Falomo, Ikoyi, Lagos. I attended this to compare VB to

Excel VB in terms of delivering custom solutions for financial/ management reporting. I chose Excel VB(see **Why** at <http://www.excelheaven.v27.net>).

- **Five Month Apprenticeship in Ornamental/Catfish Production**(May – Sept. 2002) at Aqua Fish (Production/Research) Farm – Abesan Estate, Ipaja, Lagos. Organised by Muyiwa Adediran - Aquatic Revelation Institute.

2] Employer Sponsored

- “Continuous Process Improvement” - Lagos Business School, 1998.
- Advanced Productivity in Microsoft Excel, PowerPoint and Microsoft Word (Dec. 1998) organized by Bi-Trax Company, Inc. (Microsoft Certified Solution Provider and Authorised Technical Education Center) for Guinness Nigeria Plc.
- International Brewing Science and Technology Course, United Kingdom (Sept. – Oct. 2000).
- 14 – 15/03/2001 - High Performance Coaching Workshop(Lagos Sheraton Hotel)
- Coaching Conversations Facilitators’ Workshop (24 – 27/04/2001 at Hotel Akwa Palace, Douala).
- First Level Manager Skills Development Facilitator’s Course (13 – 17/08/2001 at Gateway Hotel Ijebu-Ode, Ogun State).
- **“Attitude of Farmers towards involvement of Farmers’ Organisations in Extension Services: A case study of Agege Local Government Area of Lagos State”**. Unpublished Bachelors’ Degree Research report, Department of Agricultural Extension Services, University of Ibadan, Oyo state, 1992.
- **“Statistical Process Control and Target Setting(In Manufacturing) ”**: A paper presented at the Western Zonal (Ibadan) and National Finals (Lagos) of the Nigerian Institute of Management’s (NIM) Young Managers’ Competition, 1997. Won 2nd place at the Zonals, and placed 5th at the National finals. Written based on my experiences as a brewer in Guinness Benin Brewery.
- **“Performance Management and Employee Motivation”** -A paper presented at the Western Zone (Ibadan) of the Nigerian Institute of Management’s (NIM) Young Managers’ Competition, 1999(6th at zonal finals).
- **“Lessons From Our Problem-Solving Experiences at the Mash Filter”**. Unpublished Secondment Report, Guinness Nigeria Plc (April 2001). I wrote this unsolicited report to distill learnings from my secondment experience(as Production Manager), and e-mailed it to over 12 managers who requested it.
- **"Potential Applications Of Automated Spreadsheet Applications In Business"**(May 2002) – White Paper explaining how business users can achieve dramatic savings in time, effort, and money if they develop – or purchase - custom spreadsheet software instead of commercial standalone applications.

Research/Papers

Special Skills/Interests

- **“Self-Development As A Tool For Achieving Career Advancement”**(A Practical Guide Based On Experience) – 45 page Management Research paper presented at the Center for Management Development(Sept 2002).
- **“25 Avoidable Mistakes No One Will Warn You About In Starting Your Own Business In Nigeria”**(Feb 2003) - 80 page Entrepreneur's Survival Reference Manual based on my start-up entrepreneurial experiences in Nigeria.
- **“A “System” That Can Produce Millionaire African Writers”**(Oct 2005) - A special report – based on my personal experience - about how Internet based Print-On-Demand (POD) publishing companies make it possible for Africans, to publish physical books at zero cost, and earn foreign currency from their sales). See www.spontaneousdevelopment.com/africanwriters.htm
- **French:** Speak, Read, Write and can converse with intermediate fluency in French.
- Creative/Freelance writing, Self-Development, Public Speaking, People Development, Spreadsheet Programming, Problem-Solving(especially adaptation of PC/Internet Technology to make personal or work-related task easier and less-expensive to do), Handball, and Reading.

References

- Available on request