ALABI MARY YETUNDE

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PROFESSIONAL SUMMARY

Organised and adaptable professional experienced in project coordination, administration, documentation, progress tracking, research, and stakeholder communication. Proficient in architectural design and software for drafting, modelling, and visualisation, including Revit, Lumion, and Coohom. Skilled in Excel and PowerPoint, with strong problem-solving, prioritisation, accuracy, and deadline-management abilities.

CORE SKILLS

- Architectural design and development
- Project and task coordination
- Documentation and record keeping
- Communication and stakeholder support
- Microsoft Excel and PowerPoint
- Time management and prioritisation
- Problem-solving and teamwork
- Revit, Lumion, Coohom and other design software
- Administrative and office support
- Data organisation and tracking
- Research and information verification
- Presentation and report preparation
- Attention to detail and quality checks
- Digital tools and AI-assisted research

PROFESSIONAL EXPERIENCE

Project Manager | Premium & Nelson Ltd | Abuja | 2023-2024

- Coordinated tasks, timelines, deliverables, progress updates, project records, and stakeholder communication.

Project / Interior Design Experience | SS Beauty Med Spa | Osogbo | 2025

- Supported planning and coordination for an interior design and renovation project.

Site Supervision | Afreximbank Regional Office | Abuja | 2023

- Supported site monitoring and progress follow-up for a proposed commercial development.

Site Supervision | 14-Unit Terrace Development | Abuja | 2023

- Assisted with monitoring progress and coordinating residential development activities.

Water Reservoir Excavation Projects | Gujeni, Kaduna State | 2022

- Supervised excavation of a 100,000 m^3 treated-water reservoir and a 400,000 m^3 raw-water reservoir for African Mine and Steel Ltd in Gujeni, Kaduna State.

Junior Architect & Office Assistant (NYSC) | Design Trend | Ibadan | 2025-2026

- Provided office administration and documentation support; organised records and daily office activities.

Architectural Intern | Abiss Consult Ltd | Abuja | 2023

- Gained experience in a professional team environment and supported assigned tasks.

EDUCATION

B.Sc. Architecture | Oduduwa University, Nigeria | 2024

Senior Secondary School Certificate | Phoebe Star Royalty School | 2020

DIGITAL TOOLS

Revit, Lumion, Coohom, Microsoft Excel, Microsoft PowerPoint, ChatGPT, and other digital research tools.