HELEN ADELEKE

CHIEF TECHNICAL OFFICER | FACILITIES & ARCHITECTURAL MAINTENANCE SPECIALIST

Phone: 08023378419 **Email:** evucon@yahoo.com **Location:** Lagos State, Nigeria

PROFESSIONAL PROFILE

Astute and results-driven Facilities & Infrastructure Maintenance Leader with an architectural background and over 15 years of institutional experience. Proven expertise in capital project supervision, cost-effective infrastructure maintenance, and resource allocation across tertiary academic campuses. Skilled in leading technical teams, optimizing available human and capital resources, and maintaining operational standards with exceptional attention to detail.

CORE COMPETENCIES & TECHNICAL SKILLS

Management:	Facilities & Infrastructure Maintenance, Capital Project Supervision, Resource Allocation, Operations Coordination, Quality Assurance & Monitoring.
Technical Tools:	AutoCAD (Architectural Drafting & Planning), Microsoft Office Suite (Word, Excel, PowerPoint).
Professional Attributes:	Proactive Problem Solving, Process Optimization, Time Management, Growth Mindset.

CAREER PROGRESSION & WORK EXPERIENCE

Head of Department (H.O.D.) / Chief Technical Officer — Nov. 2018 – Present

Works and Services Unit, Yaba College of Technology (Epe Campus)

- *H.O.D. Works & Services Unit (Nov. 2023 – Present)*
- *Chief Technical Officer (Jan. 2021 – Present)*
- *Assistant Chief Technical Officer (Nov. 2018 – Dec. 2020)*

- Oversee campus-wide facility maintenance operations, infrastructure management, and resource coordination to ensure smooth daily operations.
- Identify maintenance requirements across campus facilities and execute timely, cost-effective rehabilitation and upkeep projects.
- Manage technical staff and allocate human and capital resources efficiently to meet operational deliverables and institutional standards.

Assistant Chief Technical Officer — June 2018 – Nov. 2018

Works and Services Unit, Yaba College of Technology (Main Campus)

- Identified critical structural and facility maintenance needs across the main campus.
- Coordinated and supervised cost-effective maintenance works to preserve institution assets.

Assistant Chief Technical Officer / Principal Technical Officer — Nov. 2009 – June 2018

Physical Planning Unit, Yaba College of Technology

- *Assistant Chief Technical Officer (Jan. 2017 – June 2018)*
- *Principal Technical Officer I (Jan. 2013 – Dec. 2016)*

• Principal Technical Officer II (Nov. 2009 – Dec. 2012)

- Monitored, inspected, and supervised major institutional construction and renovation developments to ensure strict adherence to architectural designs and quality standards.
- Supervised key capital projects across campus, including:

Residential Facilities:

- 20 Units of 3-Bedroom Senior Staff Quarters (Qtrs 26)
- 8 Units of 2-Bedroom Staff Apartments (Qtrs 36B)
- 7 Units Self-Contained Apartments (Qtrs 35B)

Academic & Administrative Buildings:

- 2000 Capacity Lecture Theater Building
- Central Laboratory Building & Multipurpose Building
- Bursary / Registry Building & Security Building
- Department of Architecture Studio & Foundry Building
- Skills Acquisition Centre Building

PROFESSIONAL QUALIFICATIONS

Associate Member (MNIA)
Nigerian Institute of Architects | Reg No: A/4842 (Sept. 2020)

Graduate Member (NIA)
Nigerian Institute of Architects | Reg No: G/0553 (Feb. 2013)

EDUCATIONAL BACKGROUND

Higher National Diploma (HND) in Architectural Technology
Yaba College of Technology (1989 – 1991)

National Diploma (ND) in Architectural Technology
Yaba College of Technology (1986 – 1989)