

## Contact Information

- \* +234 7062739264
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## CAREER OBJECTIVE

A proactive graduate with a background in Administration and experience in administrative support, virtual assistance, content creation, and digital marketing. Passionate about organization and brand growth, I seek to contribute my skills to a dynamic team while learning and making a meaningful impact.

## EDUCATIONAL HISTORY

- \* Bachelor of Science (BSc.) - Political Science and Public Administration
- \* University of Uyo, Akwa Ibom State, Nigeria

## KEY SKILLS & COMPETENCIES

- \* Office Organization & Record Keeping
- \* Critical Thinking and Problem-Solving
- \* Organizational and Active Listening
- \* Project & Event Planning
- \* Customer Service & Front Desk Management
- \* Sales and Business Development
- \* Team Support and Supervisory Skills
- \* Effective Time Management

## TECHNICAL SKILLS

- \* Microsoft Office Suite & Google Workspace
- \* Virtual Learning Technology
- \* Marketing & Social Media Management
- \* Graphics and Photography

## WORK EXPERIENCE

### Executive Assistant

Pretty Arts Studio | Sept. 2024 – Mar. 2025 | Remote

- \* Managed calendars, scheduled appointments, and coordinated meetings virtually to optimize executive time management.
- \* Assisted in organizing exhibitions, art showcases, and studio events, handling logistics and guest relations.
- \* Supported marketing efforts by drafting content, managing social media pages, and designing promotional materials.
- \* Liaised with clients, artists, and stakeholders to foster strong professional relationships.

### Administrative Officer

Blossom Academy | Nov. 2023 – Oct. 2024 |

- \* Worked closely with the team to organize beauty training sessions and promotional events.
- \* Designed visually appealing flyers and promotional materials to enhance brand identity and marketing campaigns.
- \* Assisted in managing social media accounts by creating engaging content and responding to customer inquiries.

- \* Provided customer service support, processing transactions, and offering product recommendations.

#### TRAINING & CERTIFICATION

- \* National Youth Service Corp (NYSC): Certificate of Completion (2025)

#### COMMUNICATION

- \* Fluent in English and Ibibio Language

#### REFEREE

- \* Will be available on request