

SANDRA UBENYI

Port Harcourt, Rivers

ubenysisandra@gmail.com

- Detail-oriented administrative professional with 4+ years' experience providing scheduling, client communication, documentation, and organizational support.
- Skilled in managing calendars, drafting correspondence, preparing reports, and coordinating meetings.
- Adept at supporting executives and teams in fast-paced environments.

Work Experience

PUBLIC HEALTH WORKER

Institute of Human Virology, Nigeria (IHVN)-Port Harcourt

October 2020 to Present

- Manage scheduling and calendar coordination, including setting appointments and planning internal and external meetings.
- Interface and communicate with clients and stakeholders, ensuring professional, timely, and accurate information exchange.
- Conduct client follow-ups to confirm appointments, clarify needs, and maintain strong ongoing engagement.
- Update and maintain client information within the Electronic Medical Records (EMR) system to ensure data accuracy and compliance.
- Organize, schedule, and facilitate monthly Strategic Continuous Quality Improvement (CQI) meetings to support alignment with quarterly Key Performance Indicators (KPIs) for the assigned health facility.
- Draft professional emails, memos, and business communications on behalf of management and the organization.
- Perform online research and compile findings into structured spreadsheets and summary reports to support decision-making.
- Prepare meeting materials, including agendas, briefing documents, minutes, and presentation slides.
- Assist with creative communication tasks, such as writing content for newsletters, media updates, and internal announcements.
- Handle administrative support functions, including document management, filing, and ensuring timely completion of operational and project-related tasks.

Education

GUIDANCE & COUNSELLING (BSC)

BENUE STATE, UNIVERSITY-Makurdi

August 2012 to June 2018

Skills

- Communication skills
- Administrative experience
- Organizational skills
- Time Management and Scheduling

- Travel Cordination
- Correspondence Management
- Leadership
- Microsoft Office
- Calender Management
- Notion
- Customer service