

# Franca Lauscher

Administrative Specialist

## Personal details



Franca Lauscher



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## Skills

Financial Management	●●●●●
Digital Marketing	●●●●●
Microsoft office	●●●●●
Communication	●●●●●
The ability to work independently	●●●●●
Database Management	●●●●●
Self-motivated	●●●●●
Strong attention to details	●●●●●
Customer service	●●●●●
Campaign coordination	●●●●●
A strong result focus	●●●●●

## Languages

English	●●●●●
Yoruba	●●●●●

## Hobbies

- Reading
- Writing
- Basketball game
- Camping

## Education

### Banking and Finance

University of Port Harcourt Rivers State, Port Harcourt

Sep 2015 - Feb 2020

### Diploma in Computer Engineering

Wokkman Computer College Akure Ondo State, Akure

Jan 2014 - Jan 2015

## Employment

### Cashier

D'serena Supermarket, Ajah

Aug 2021 - Jul 2022

- Scanning goods and ensuring pricing is accurate.
- Payments and issuing receipts, gift-wrapping packages and keeping track of all cash and credit transactions.
- Balancing the cash register and generating reports for credit and debit sales.
- Accepting payments, ensuring all prices and quantities are accurate and proving a receipt to every customer.

### Typist

Dreamwise Cyber Cafe Center, Port Harcourt

Jan 2018 - Mar 2021

- Typing, printing and save a copy of the work and maintaining records of the document and the sources for future reference.
- Producing and editing documents. Gathering data and compiling existing materials.
- Typing hand written documents, transcribing voice records and taking phone calls.
- Typing company documents and material, including reports, correspondence and policies.

### Secretary

Amb. Barrister Toye Olofintuyi & Co Law Firm Legal Practitioner, Akure Ondo State

Jan 2015 - Jan 2018

- Maintaining smooth running of an office through variety of administrative and clerical duties.
- Handling of office schedules, coordinate meetings and visits, organize files, answer phones, taking messages and perform a huge array of other essential tasks.
- Typing, printing and editing and filing of documents and maintaining records of the documents for future reference.
- Maintaining diaries and arranging appointments.

### Marketing Manager

Natural Health Products and Services Ltd, Onitsha Anambra State

Jan 2014 - Jan 2015

- Creating campaign centered around consumer education on product usage.
- Motivating team and departmental member to collaborate around common goals.
- Supervising and organising the marketing team to achieve organizational goals.
- Using research and analysis to understand how trends, competitors, consumer requirement and seasonal market volatility will affect campaign efforts.

### Marketer

Gloria Detergent Company, Akure Ondo state

Jan 2013 - Jan 2014

- Communicating with customers and educating consumers on a product usage.
- Tracking trends, building brand awareness, creating strategies, coordinating public relations efforts.
- Monitoring competitors and suggesting modifications or additions to product offerings.

## Certificates

### Investment Banking

Jan 2022

### Human Resources Management

Mar 2021

### Digital Marketing

May 2021

### Financial Analyst

Aug 2020