



Evi Okpako

Digital Marketing Specialist

I'm a forward-thinking digital marketer with a passion for driving brand success through innovative strategies and compelling content. With expertise in data-driven insights, and collaborative teamwork, I'm dedicated to delivering measurable results and enhancing brand visibility in today's digital world.

✉ eviokpako.c@gmail.com

☎ +2349060810705

📍 Lagos, Nigeria

🌐 [linkedin.com/in/evi-okpako-562641238](https://www.linkedin.com/in/evi-okpako-562641238)

EDUCATION

Human Anatomy

Osun State University

09/2018 - 03/2023

Osogbo Nigeria

WORK EXPERIENCE

Administrative Officer

Peak Guest House

02/2020 - 03/2021

Lagos Nigeria

Achievements/Tasks

- Provided administrative support to management; typed, edited, and compiled documents such as memos, reports, correspondences and invoices.
- Processed approximately 150 customer orders per day and managed inbound and outbound service requests, achieving customer satisfaction ratings of over 95%.
- Facilitated communications between customers and staff, responding to enquiries and requests in a professional and timely manner.

Salesperson

Universal Designers

05/2021 - 12/2022

Lagos Nigeria

Achievements/Tasks

- Identifying and reaching out to potential customers.
- Ensuring customer satisfaction and addressing concerns.
- Staying updated on industry trends and sales techniques.

SKILLS

Communication

Teamwork

Problem-solving

Adaptability

Time Management

Leadership

Critical Thinking

Emotional Intelligence

Decision-making

Social Media Marketing

Content Marketing

Advertising

Fast Learner

Time Management

PERSONAL PROJECTS

The Effect of Sphenocentrum-Jollyanum Leaf Extract on Streptozocin Induced Pancreas of Wistar Rats. (11/2021 - 09/2022)

- Data collection, collation, analysis and interpretation of data, research dissertation writing and manuscript writing.
- Peer review of undergraduate research write up prior submission.

ORGANIZATIONS

Universal Designer (05/2021 - 12/2022)

Peak Guest House (02/2020 - 03/2021)

CERTIFICATES

Content Markrting (08/2023 - 03/2024)

Digital Marketing (06/2023 - 03/2020)

Digital Ad Certificate (04/2023 - 08/2023)

LinkedIn Marketing Solutions Fundamentals (05/2023 - 08/2023)

LANGUAGES

English

Native or Bilingual Proficiency

French

Elementary Proficiency

INTERESTS

Tech Enthusiasm

Creativity

Volunteer Work

Travel