Edet Hillary Effiong

A dynamic professional with a diverse background spanning Software Engineering, Data Analysis, IT Support, Project Management, Virtual Assistance and Technical writing. Adept at managing multiple tasks and projects simultaneously while maintaining a keen eye for detail and quality. My strong communication and organizational skills enables me to effectively collaborate with cross functional teams to achieve project objectives. I'm also eager to leverage technical expertise and problem solving abilities to optimize processes and drive success in dynamic work environment.

WORK EXPERIENCE

Frontend / Mobile Intern
2023 - present

TIIDELab.

- Working closely with a cross-functional team of 12 members, including developers, designers, and project managers, to deliver high-quality software solutions
- Engage in the entire mobile App development lifecycle, from concept and design to testing and deployment.

Tech Support
June 2023 - present

TIIDELab

- Conceptualize, script, shoot, and edit short videos for social media campaigns, showcasing the features and benefits of our software products
- Stay updated on industry trends and incorporate innovative video techniques to enhance engagement in company's social media, leading to about 150% visibility and engagement in 6 months.
- Ensure seamless virtual meeting experiences by setting up and configuring meeting workspaces with the necessary hardware and software components.

Lead Programs Assistant (Technical)
Feb 2023 - present

Sprout Digital.

- Provided guidance on best practices for secure usage of computers by end-users
- Provided technical expertise, leadership, and support to ensure the successful execution of digital consulting projects.
- Offer subject matter expertise in digital technologies, including but not limited to web development, data analytics, cybersecurity, and cloud computing.
- Provided guidance and technical solutions to address client challenges and objectives.

Programs Facilitator
Part time

Code-IT August.

- Designed, planned, and curated a curriculum tailored for teaching programming languages to teenagers, resulting to 25% improvement in student proficiency and engagement.
- Facilitated coding classes and workshops, ensuring that the curriculum is delivered effectively.
- Explained complex programming concepts in a clear and understandable manner.
- Foster a positive and inclusive learning environment to promote engagement and collaboration among participants.
- Provided technical support to participants, helping them set up development environments, debug code, and troubleshoot technical issues.

Project Manager
Dec 2021 – Jan 2023

Cerebral International.

CONTACT

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SKILLS

- Software Development
- Projects Management
- Virtaul Assistance
- Data Analysis

- Data Entry
- Transciption Services
- Social Media Management
- Email Marketing
- Effective Communication
- Google Suit
- Microsoft Suit

EDUCATION

PGD - Projects Management
Udemy Business School

Bachelor of Science - Computer Science
National open university of Nigeria

Diploma - Virtual Assistance
African Leadership University

- Devised plans and schedules for concurrent projects to meet established deadlines.
- Developed and initiated projects, managed costs and monitored performance of the IT unit.
- Updated operational methods and oversaw accounting procedures for improved efficiency
- Constituted a Team of Affiliate marketers to promote effective market strategy resulting to enhanced product visibilities and a reamarkable 32% overall turnaround.

Executive Assistance
Jan 2021 – Dec 2021

Cerebral International.

- Processed travel expenses and reimbursements for executive team and senior management group.
- Organized and coordinated conferences and monthly meetings.
- Took meeting minutes and transcribed them for project management purpose and record keeping.
- Conducted research and analyzed data to provide detailed reports on various business topics.
- Updated spreadsheets and databases to track, analyze, and report on performance and sales data.

Projects Manager/Social Media Manager
2021

upwork.

- Managed all social media channels and community for clients, leading to 50% boost in website traffic and 200% increase in followers.
- Managed electronic filing systems, maintaining document and accurately recording information.
- Led a team of three in executing a successful social media campaign, achieving a 30% increase in brand awareness and a remarkable 40% turnaround..
- Initiated, developed, and supervised concurrent projects, ensuring project goals were achieved and met industry standards. This resulted in a 100% overall performance rating and a 30% return on investment for stakeholders.

Virtual Assistance
2021

upwork.

- Executed email marketing campaigns for clients, achieving a 20% increase in open rates and a 15% boost in click-through rates, enhancing overall campaign effectiveness.
- Managed and maintained client calendars with meticulous attention to detail, ensuring seamless scheduling and effective time management..
- Completed data entry tasks and provided transcription services for clients with an accuracy rate of 98%, ensuring precise and efficient handling of information.