

ALI HAPPINESS EGWEYE

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OBJECTIVE

Tech-Driven Communication graduate , seeking to build strategic partnership and drive revenue growth to contribute to the success of a dynamic organization

EDUCATION

B.SC Mass Communication 2021
BENUE STATE UNIVERSITY,
MAKURDI

Senior School Certificate. 2013
WAEC & NECO

SKILLS:

Microsoft office suite

- Word
- Excel
- PowerPoint
- Corel Draw
- Google Docs

Graphic Design

- Adobe Photoshop
- Canva

Video Editing

- Clipchamp
- Capcut

Basic Training on Front End Web
Dev(**HTML, CSS JAVA SCRIPT**)

CERTIFICATIONS

- NYSC Discharge Certificate
- Data Analysis (Udemy) (in view)
- Data Analysis Foundations
(Hplife.ng)

WORK EXPERIENCE

JUNE 2023- APRIL 2024

MECER CONSULTING LIMITED JABI ABUJA
IT & ADMIN ASSISTANT (NYSC)

- Providing staff and senior executives administrative support
- Developing interesting content for social media
- creating certificates, infographics, and flyers.
- Recruitment: Shortlisting CVS, Arranging interviews, conducting sessions, and assessing
- Developed a bulk SMS marketing database and oversaw the company's social media accounts
- Managing messages and correspondence
- Helping with a variety of duties to optimize productivity and streamline daily operations

OCT -NOV 2022

**CHIKE UWAKOLAM & CO MOUNT OLIVES CHAMBERS,
BARRISTRS & SOLICITORS**
SECRETARY

- Providing administrative support and errands to senior executives
- Typing and documents and court cases for the firm
- Maintaining clients records
- Handling communication and correspondence with clients and other parties
- Overall secretarial duties.

AWARDS

Employee of the Month
(Mecer Consulting)

LANGUAGES

- English Language
- Idoma Language

REFERENCES

- Will be made available upon request.

FEBRUARY 2024-PRESENT

THE 816 GLOBAL PROJECT INC
GRAPHIC DESIGNER/WEBSITE MANAGER

- Designed fliers and training materials
- Designed and issued online certificates to training participants
- Digital Marketing(Instagram).
- SHOPIFY Website builder and manger

JULY 2021-2023

SOCIAL MEDIA MANAGER & GRAPHIC DESIGNER (UPTIMAZ)

- Developed and executed social media strategies to increase brand visibility
- Creating and curating engaging content for social media platforms
- Monitoring and responding to audience interactions and feedback
- Analyzing performance metrics to refine and improve social media campaign

JUNE 2020

WATERLET GLOBAL EMPIRE LIMITED
SECRETARY

- Typed quotations for incoming and outgoing goods
- Stock recording
- Backend website management
- Customer care attendant