

ELIZABETH M. JOSEPH

Administration || Data Analysis || Social Media Management

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SUMMARY

Conscientious, young administrator with proven experience in administrative tasks. Strategic professional, proficient in assisting management achieve objectives and implement practicable ideas that impact positively towards the goals and value of the organization.

STRENGTH

- Effective written/oral Communication
- Excellent in data visualization and dashboarding
- Immense Organizing, Multi-tasking and Reporting skills
- Analytical and Problem-solving skills
- Microsoft Suite/Google & Outlook Suite, Social Media and Web Engine proficient
- Handling of correspondence and appointments



PROFESSIONAL MEMBERSHIP AND TRAINING

[Jobberman Accelerated Soft skills Training](#) | **JOBBERMAN**

[2021]



[Sidehustle Data Analytics for Excel](#) | **SIDE HUSTLE**

[2021]

[Learning Data Analytics](#) | **LINKEDIN LEARNING**

[2021]

[Learning Data Visualization](#) | **LINKEDIN LEARNING**

[2021]

[Google Data Analytics](#) | **COURSERA**

[2022]

EDUCATION

[HND. Computer Science](#) | **Heritage polytechnic, Eket, Akwa ibom**

[2019] – [2021]

[National Diploma, Computer Science](#) | **Heritage polytechnic, Eket, Akwa ibom**

[2016] – [2018]



EXPERIENCE

[Executive Assistant to the MD](#) | **IKE. E ONYEFULU CHAMBERS**

[September 2020] – [Present]

Increased the office effectiveness to sixty (60) percent with the following functions.

- Track and report weekly developments of internal strategic task and, organize itineraries
- Responsible for broad variety of administrative tasks that include expense reports, schedule, and calendar management, reply correspondence and intermediary functions
- Decreased paper filing by forty percent by leading the scan and cloud saving method for filing and execution of documents
- Managing databases



REFERENCES

Available on request.