

MAGDALENE CORNELIUS IKONO

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SUMMARY

As a dynamic professional I excel in seamlessly managing projects and optimizing administrative functions. I'm a strategic leader driving efficiency and successful initiations, showcasing my proven expertise in both project management and administrative operations.

EXPERIENCE

Independence Marketer Odibolar Properties

Nov. 2023

- Increased brand awareness by developing and implementing comprehensive marketing strategies.
- Boosted sales through the creation and execution of targeted advertising campaigns.

Independence Contractor APPEN

Jan. 2023

- Increased client satisfaction by delivering high quality projects on time and within budget constraints.
- Extracting data

Administrative officer Jubilee School, Uyo, Akwa Ibom State

Oct. 2022 -May 2023

- General Administrative services
- Data entry and filing
- Customer Services

Social Media Marketing and Networking Longrich Shanghai, China

Nov. 2018 – Dec.2021

- I register as a product consumer and buy my preferred product.
- Use the and give good reviews.
- I create and design the products by category and its usefulness.
- Publish and advertise the products on social media.
- Turn potential clients into consumer
- Get people committed to using the products.
- Manage and promote the social media pages

Healthcare Assistant

Hospital Management Board
Uyo, Akwa Ibom State

April 2020 – Oct. 2021,

- I reach out to people showing symptoms of Covid-19,
- Get data from people showing symptoms of covid
- Follow up, and send them for proper diagnosis and Lab tests.

Marketer

Diamond Bank Plc
Calabar, Nigeria.

Jan. 2013 - June 2013

- I and team go on fieldwork and express;
- The transparency, ease, and smooth service of Diamond Bank.
- Importance/ benefit of banking with Diamond Bank.
- I open accounts for many and get them committed to banking with Diamond.
- I follow up and help out with the banking services to get them resolve possible error accurately.

EDUCATION

Bachelor of Science in Environmental Biology and Zoology

University of Calabar, Calabar - Calabar, Nigeria

March, 2012

CERTIFICATIONS

EF standard English test (EF SET)

EF Standard English Test
It's Relevant to English proficiency

July 2022

Google Digital Workshop

Google
Google Digital Certification

April 2022

Project Management

Digital Exchange Academy – DEXA

Nov. 2023

INVOLVEMENT

Immunization officer

Public Health Organization

2014

- I went about accessing and reviewing the health of community children
- And send reports to health centres to immune
- And treat them properly.