

ESATE VERA NKORO

An Administrative Support Professional with a proven history of working in a fast paced environment demanding strong organizational ,technical and interpersonal skills. Trustworth ethical and discreet; committed to superior customer service. Confident and poised in interactions with individuals at all levels. Detail-oriented and resourceful in completing projects, able to multi-task effectively.

CONTACT

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Wahab Ashafat street
Langbasa,Ajah, Lagos.

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EDUCATION

HUMAN ANATOMY

B.Sc (Honours)

2012 - 2016

Cross River University of
Technology, Calabar.

National Examination
Council (NECO)

2010

Two Ends Multi-National High
School, Edor, Ikom.

WORK EXPERIENCE

DIGITAL MARKETER/GRA PHIC DESIGNER

VINSLUXURY PROPERTIES

REMOTE

MARCH 2022- PRESENT

DUTIES

- Develop and manage content for social media, blogs, and email campaigns to engage potential buyers and investors.
- Create, schedule, and monitor social media posts across platforms like Facebook, Instagram and LinkedIn
- Design and send out email newsletters,
- Track and analyze the performance of digital marketing campaigns using tools like Google Analytics.
- Implement strategies to capture and convert leads.
- Create and promote video content showcasing properties and virtual tours
- Create visually appealing brochures and flyers that showcase property listings, features, and amenities.

MEDICAL SECRETARY/ RECORDS

REDDINGTON HOSPITAL HYBRID

MARCH 2020-2023

DUTIES

- Data management and analysis on electric health record(EHR).
- Send patients medical report and result via emails.
- Typed handwritten medical report
- Creating digital copies of paperwork
- Schedule Doctor's appointment, call or email clients for reminder.
- Transfer data into the facility's main system database
- Ensure confidentiality and safeguarding patients record, ensuring that it complies with the HIPAA standards.

SKILLS

- Data Analysis.
- Proficient with computer softwares such as: SPSS, GraphPad Prism, Microsoft word, Excel, Powerpoint, Outlook, Corel draw and Internet.
- Strong Interpersonal skills and ability to establish and maintain effective working relations in a multicultural environment with density and respect for diversity.
- Ability achieve result and work with little or no supervision, fast learning, goal oriented, self motivated, honest and dependable.
- Team building, client relation, alliance building and customer service .

HOBBIES

- Reading.
- Listening
- Interacting
- Researching and Obtaining results.

GUEST RELATIONSHIP OFFICER

MECURE DIAGNOSTIC CENTRE

LEKKI LAGOS.

May 2019 - 2020

Duties:

- Satisfying customer's needs as well as paying attention to unspoken request and giving feedbacks.
- Increase clients retention ratio significantly by excellent client serviced communication.
- Schedule Doctor's appointment and call or email clients for reminder.
- Customer conflict Resolution
- Data management and Analysis on Electric health Record {EHR}

CLASS TEACHER (NYSC)

OBEDU COMMUNITY GRAMMAR SCHOOL.

ISINBODE.

April 2018 - March 2019

Duties:

- Impact the knowledge of Chemistry and Biology to students..
- Groomed secondary classes for SSCE and JAMB examinations..
- Recorded great improvement in general performance.

OFFICE SECRETARY

OLAKUNLE INTERNATIONAL LTD.

IKOM.

February 2011 - April 2012

Duties:

- Warmly receive guests and clients and documented accordingly.
- Taking stock record regularly.
- Maintained a clean and conducive reception area at all times.
- Managed appointments, phone calls , messages, inquires and all correspondences.

SEMINAR ATTENDED

2015

- Nigerian Association for Biological Anthropology (NABA)

2016

- Anatomical Society of Nigeria (ASN)