

# Eyitayomi Elizabeth Areola| Certified Linguist

Location: Ibadan

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## Professional profile

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Results-oriented Communications Strategist talented at public speaking and presentation development. Offers deep media contacts and extensive experience with investor relations.

Motivated sales professional with history of taking on leadership roles in competitive environments. Skilled networker offering remarkable interpersonal and communication skills. Seeking to build upon acquired skills and exceed demands in challenging new position.

## Skill summary

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### Public Speaking

- Coordinated a Drama group which ministers to over 400 students monthly as an undergraduate.
- Enhanced marketing and sales strategies to increase profitability by 12% and developed organizational pipeline.
- Defended Bachelor's degree research work before over 100 students.
- Utilized professional sales techniques to persuasively communicate with clients.
- Served as liaison for company, clients and referred prospects regarding inquiries, issues, order management, post-sales follow-up and customer relations.

### TeamWork

- Carried out research work alongside 10 students for over 7 months.
- Assisted various business groups with document organization and dissemination during acquisitions as an undergraduate.
- Coordinated assignments, community service rendition alongside course mates.
- Delivered community service rendition alongside side 50 youth corps members.
- Introduced innovations into a Drama group which consisted of 18 members effectively.

### Adaptability

- Related well with a change in environment from a rural area to an urban area.
- Learnt rapidly on company values and processes at my first workplace.
- Adjusted with work demand and responsibility fast and effectively.
- Developed qualities needed for youth corps members by observation and concise attention to details.

## Other Skills

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- Marketing understanding skills
- Creative writing
- MS Office Suite
- Constant Contact
- Superior verbal and written communication
- Exceptional attention to detail
- Persuasive
- Creative and innovative

## **Employment History**

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**October 2018 – September 2019**      **Lagos State Secretariat, Lagos**  
*NYSC/ Administrative Assistant*

### *Key Responsibilities*

- Liased with different agencies and ministries in the Lagos state Secretariat,
- Received and dispatched mails from one agency/ministry to the other,
- Opened new files for new recruit,
- Related with a large number of people everyday day, ranging from officials to workers, corps members and IT students,
- Typed, printed and sorted out mails; constant use of excel to sort, add and calculate day-to-day running of the unit,
- Performed other delegated tasks as directed by the ministry.

**February 2013 – November 2013**      **Optimal Communications, Ile-Ife**  
*Sales Representative*

### *Key responsibilities*

- Liased with customers on behalf of the company,
- Increased the sales of SIM cards by meeting targets and deadlines,
- Performed other delegated tasks as directed by the manager.

**March 2012 – February 2013**      **Fumman Factory, Ibadan**  
*Factory Intern*

### *Key Responsibilities*

- Responsible for the production of cartons for packaging and sealing of the finished product,
- Performed other delegated duties as directed by the factory supervisor.

## **Education & Qualifications**

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- **B.A, Linguistics and African Languages** – Obafemi Awolowo University – 2017
  - **SSCE, WASSCE** – Our Lady of Apostles, Mary Way, Ibadan– 2012
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**References available on request**

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