

SERNAMARRIET .I. OKEKE

ADMINISTRATOR / PROJECT MANAGER

PERSONAL PROFILE

Systematic Administrative professional with advanced skills in organizational management. Project management professional with excellent experience working in fast-paced, dynamic startups. Tech Savvy Media expert and Content Creator

WORK EXPERIENCE

Media / I.T / Administrative Assistant

Springhall British School Abuja | Sept 2019- present

- Analyzed key performance indicators monthly, applying data analytics to drive future strategic planning.
- Events team responsible for all events across the campus
- Planned and executed website editorial schedule by collaborating with designers, web developers, marketing and sales staff.
- Responded to telephone inquiries from clients.
- Created and executed successful, innovative social media marketing campaigns across Facebook and Instagram.

Volunteer Youth Worker

iGirlHub Nigeria | Jan 2019 - Sept 2019

- Public Speaker, Social media Handler, Graphics Designer, and Content developer.
- Facilitated group sessions, encouraging group members to share experiences and offering mutual support for enhancement.
- Events Planner and organizations management

Office Manager/ Admin

iCORMAC Nigeria Limited| May 2018 - Dec 2018

- Responsible for project needs and contracts negotiation.
- Analyzed and solved multi-faceted problems that affected executive leaders and business initiatives.
- Managed supervisor itinerary and appointments and streamlined scheduling procedures.

Office Manager / Foundations Project Assistant

Hon. Adams Law Chambers| Sept 2016 - Feb 2017

- Oversaw office inventory/scholarship activities.
- Organized and managed program development from conception through successful execution.
- Responsible for Applicants documentation and nomination.

CONTACT ME AT

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SKILLS SUMMARY

Creative Design

Events Planning

Project Management

Staff and User Training

Frontend Website Design
and Management

Advanced MS Office Suite

Tech-savvy and Analytical

Corporate identity branding

EDUCATIONAL HISTORY

Google & Coursera

Project Management | Jun 2021 - July 2021

- Studied project planning, coordination, and ethics
- Worked with igirlhub startup on launching new services

Google

Digital Marketing | AUg 2018 - Dec 2018

- Completed professional development in digital marketing

University Of Agriculture Makurdi

Bsc Agricultural Science | Jan 2012 - Dec 2016

Thesis research in the benefits of snailery as a means of poverty alleviation for youths in Benue State, Nigeria.

Channette Computer Training Institute

Computer Data Analysis and programming
|Jan 2012- Aug 2012

Awarded Best graduating student from the class of 2012

- Completed professional development in Computer Science

CERTIFICATIONS

British Council

Digital Literacy | Jun 2021 - July 2021

- Project planning, coordination, and ethics
- Engaging with learning technologies

British Council

Communication | Aug 2020 -

- Professional development in communication, collaboration and citizenship
- Engaging with core skills

AIESEC

Leadership Training | Jun 2020

- Basic Leadership training, planning, team building, and communications

REFERENCE

Available on request