**Anaka Chinazom Melody**

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No 2, Modupe Estate, Ajuwon Road, Ogun State

**Professional Summary**

Multitalented professional with experience in administration, event management, and creative production. Skilled in teamwork, public speaking, and explaining complex concepts clearly. Adaptable and highly motivated to take on new challenges.

**Education**

University of Benin

B.Sc. Statistics (Honours)

Hortative Comprehensive College

Senior Secondary School Certificate, 2018

**Skills**

• Effective Communication & Public Speaking

• Project & Event Management

• Problem Solving & Decision Making

• Teamwork & Leadership

• Creativity & Adaptability

• Python & HTML (Beginner Level)

**Experience**

RepDoor (2022 - Present)

Executive Assistant to Founder

• Provided comprehensive administrative support to drive operational efficiency

• Managed calendars, scheduled meetings, and made travel arrangements

• Developed process improvements to streamline workflows

RepDoor (2022)

Admin Associate

• Coordinated office administration and procedures

• Resolved administrative challenges through quick thinking and multitasking

ONORIODE Short Film (2024)

Production Manager

• Supervised all production elements including scheduling, budgeting, and logistics

• Collaborated with creative teams to ensure project delivery on time and within budget

Learn Blue (2020)

Volunteer

• Assisted with event planning and execution for educational workshops

TEDx Lagos (2018)

Volunteer

• Supported in organizing and facilitating the renowned TEDx event in Lagos

Wura Naturals (2016 - 2018)

PA/Admin. Manager

• Managed administrative operations and personnel for a natural products company

• Implemented streamlined processes to drive efficiency

Wap Tv (2012 - 2016)

Dancer

• Trained in various dance styles and performed for television productions

**Interests**

Reading, Dancing/Creative Arts, Travelling, Writing, Mindfulness

**References**

Available upon request