

## NAOMI GENTLE-IDYEE EKITOK

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### Experience

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2016 -

#### Living Brooks Part

Content Creator

Created inspiring, strategic and innovative ideas and presented solutions to meet business objectives and remain on-brand.

Produced creative assets for delivery across variety of social and digital mediums, formats and platforms.

Led community management for clients across platforms to engage with consumers and represent brands.

Edited short videos to create captivating content and drive home strategic messaging.

Polished videos and posts with post-production techniques to help content stand out.

Worked efficiently to meet the established deadlines while producing high-quality work.

Conducted research to obtain factual information and authentic detail using sources such as newspaper accounts, diaries and interviews.

Learned about the products to understand key features and the best methods for promoting each.

Assisted advertisers with improving messages to more easily connect with potential customers.

2020 - 2021

#### Ministry of Education

Intern Assistant

Updated office calendar with new meetings, events and appointments to avoid overbooking.

Proofread business documents to check spelling, grammar and compliance with office policies.

Handled day-to-day needs and special projects with good multitasking and research skills.

Oversaw appointment scheduling and calendar maintenance for [Number]member team.

Maintained payroll accuracy by tracking time, calculating extras such as commission and updating forms.

Documented payments and expenses to keep financial records current.

Finished tasks and job duties, adhering to deadlines to avoid delays.

Volunteered for and tackled new assignments and tasks to ease staff member burden.  
Required minimal oversight to complete job tasks.  
Monitored processes and recommended methods for improvement.  
Reviewed activities regularly to identify opportunities for improvement.

#### **Access Bank Plc**

*2019 - 2020*

Front Desk Cashier

Marketed products to existing and new customers through special promotions and suggestive selling techniques.

Handled cash, check and card transactions and maintained balanced drawer to facilitate large purchases.

Answered incoming phone calls to offer information to customers and direct callers.

Promoted targeted programs to customers to drive increased revenue and build brand loyalty.

Kept employee and customer areas clean, neat and ready for challenges and used slow periods to tackle routine housekeeping needs.

Increased customer satisfaction ratings by providing prompt and accurate service.

Collaborated with team members and cross-trained employees in different positions and departments.

Obtained thorough knowledge of products sold to assist customers with locating and purchasing items.

Engaged customers, built connections and maintained positive attitude.

Solved complaints by customers and issued credits for returned merchandise.

#### **Diamond Bank Plc**

*2016 - 2019*

Cashier

Counted money in cash drawers and balanced drawer at beginning and end of shift.

Adhered to cash handling policies and procedures.

Provided feedback to store management on products, shortages and damages.

Solved complaints by customers and issued credits for returned merchandise.

Obtained thorough knowledge of products sold to assist customers with locating and purchasing items.

Assisted customers with locating items, answered questions and provided directions.

Helped trainees process cash and card payments for customer purchases.

Operated POS cash registers and counted monies received.

Verified prices and calculated totals using scanners and point of sale (POS) systems.

Recognized for providing strong customer service with high degree of accuracy.

Increased customer satisfaction ratings by providing prompt and accurate service.

Answered questions regarding special and seasonal products.

### **Arofidel International School**

Head Teacher

Assessed students regularly and customized approaches to maintain progress with educational goals.

Prepared engaging lectures to help students explore foundational and advanced topics.

Assigned classwork and homework to enhance student understanding and learning habits.

Used classroom discussions and special projects to challenge preconceived notions and misunderstandings.

Monitored students to identify and address problem behaviors.

Developed comprehensive plans to implement subject matter in line with education goals.

Updated reports and records of student attendance, grades and test scores.

Met regularly with principal to review student progress, behavior issues and educational plans to refine and optimize strategies and curricula.

Planned and implemented direct instructional strategies for full classes, small groups and individual IEP support.

Communicated with parents through emails, newsletters and phone calls to share current classroom information, assignments and upcoming events.

Taught students how to explore ideas and expand their horizons through lively classroom discussions.

Supervised students in classrooms, cafeterias, halls, schoolyards and on field trips.

### **Fab Treasure Foundation**

Social Media manager

### **Browsio International Charity organization**

Researcher/data entry specialist

### **Yali International**

Volunteer

### **The August Project**

Unesco volunteer

### **The education sustainable development ESV**

2016 - 2017

- Ambassador
- **Proton**
- Associate project manager

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## Education

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- 2018* **Heritage polytechnic**  
Computer Science
- 2022* **Google**  
Project Management  
In view
- 2022* **ALX**  
Financial Analysis  
Inview

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## Skills

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Project Management Data entry Customer Service Representative Recruiting Entrepreneur

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## Projects

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### Proton launch

I served as a junior project manager where I was involved in scheduling, planning, and representing my senior consultant in the launch of Proton, a clothing and fitness brand on April 11 2022

Results: Completed projects up to a month ahead of schedule as much as \$5000 under budget, and to universal client claim

### Oliver

A surprise party was organized for Oliver with a budget of \$4000 to be delivered on the 19th of September 2022. I was involved in the planning, organizing, managing tasks, overseeing the budget, adjusting, and coming out outstanding.

Results: completed tasks without giving pressure on the celebrant.

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## Personal Details

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Date of Birth : 30/05/1994  
Marital Status : Married  
Nationality : Nigerian  
Gender : Female