



## EDUCATION

### MULTIMEDIA UNIVERSITY

BSC. Computer Science

### Studio Shodwe University

Business Administration on Executive Assistance  
2020 – 2022

## SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing budgets and handling financial documents

## CERTIFICATIONS

- Executive Secretary and Business Administration Certification
- Advanced Executive Assistant and Office Manager Diploma
- Executive Office Professional Certificate Program

## PROFESSIONAL EXPERIENCE

### Executive Secretary

Ingoude Company | 2018 - Present

- Manage the schedules and calendars of the CEO and other senior executives
- Coordinate and schedule meetings and conferences with internal and external stakeholders
- Prepare and distribute meeting agendas, minutes, and other relevant materials
- Handle confidential information and documents with discretion and maintain their proper organization

### Executive Assistant

Wardiere Inc. | 2016 - 2018

- Managed calendars, scheduled appointments, and arranged meetings and conferences
- Prepared and distributed reports, presentations, and other materials
- Handled confidential documents and maintained their proper organization
- Coordinated travel arrangements and accommodations for executives and guests

### Executive Secretary Intern

Aldenaire & Partners | 2015 - 2016

- Assisted executive secretary in managing and coordinating schedules, meetings, and travel arrangements for senior executives
- Conducted research and prepared reports on various topics related to the company's operations and industry trends
- Provided administrative support, including answering phone calls, responding to emails, and preparing correspondence