



# Christiana Gabriel

## Digital Marketer/Executive assistant

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Edo State, Nigeria 

07062511217 

I bring a balanced mix of digital marketing expertise and executive support experience, helping businesses stay organized while growing their online presence. At Sukomtravels, I strengthened brand visibility and engagement through well-planned social media campaigns and consistent visual storytelling. Alongside this, I supported leadership by managing schedules, handling client communications, and keeping daily operations running smoothly. I'm comfortable coordinating across teams, prioritizing tasks, and ensuring both marketing efforts and executive workflows align with broader business goals.

### Experience

Executive Assistant/Brand Designer · Sukomtravels and Tours Ltd · Benin

November 2024 - Present

- Designed brand assets including logos, flyers, and promotional materials that strengthened the company's visual identity.
- Created and edited social media content to improve engagement and build a consistent digital presence.
- Assisted the company executive with flight bookings, visa applications, and client communications.
- Managed schedules, prepared reports, and ensured smooth coordination of daily administrative operations.
- Collaborated with the marketing team to develop design concepts and campaigns that align with business goals.

Business Manager · Rem Exquisite Multipurpose Enterprise

April 2024 - November 2024

- Supervised two staff members and oversaw daily business operations to ensure productivity and efficiency.
- Managed the company's finances, including budgeting, expense tracking, and record-keeping.
- Built and maintained customer relationships, improving client satisfaction and loyalty.
- Monitored workflow, delegated tasks, and ensured the smooth running of the establishment.

### Education

KwaraStatePolytechnic, Ilorin, Kwara State. | Higher National Diploma

BIOCHEMISTRY

Grad January 2022

### Professional Certifications/Awards

Fundamentals of Project Management

January 2023

Product Design

January 2024

### Skills and Competencies

Adobe Photoshop · BrandIdentity · Canva · Documentation · Figma · Organization · Problem Solving · Teamwork · Time Management · Travel Coordination · UI/UX Design · Content Creation · Social Media Management · Client Communication

Hobbies and Interests

HobbiesandInterests | Design • Reading • Learning new skills • Creative writing • Traveling

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