




Christiana Gabriel

Digital Marketer/Executive assistant

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Edo State, Nigeria 

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I'm a Creative and detail-oriented Product and Brand Designer with a growing expertise in developing visual identities, digital designs, and marketing content for small businesses and startups. Skilled in Figma, Canva, and Adobe Creative Suite, with strong understanding of user-centered design, branding strategies, and visual storytelling. Also experienced in executive support and business management, bringing structure, coordination, and professionalism to every project. Passionate about creating designs that not only look good but also communicate effectively and drive engagement.

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

Kwara State Polytechnic, 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 · Brand Identity · Canva · Documentation · Figma · Organization · Problem Solving · Teamwork · Time Management · Travel Coordination · UI/UX Design · Content Creation · Social Media Management · Client Communication

Hobbies and Interests

Hobbies and Interests | Design • Reading • Learning new skills • Creative writing • Traveling