

Freelance Writer Freelance Writer Garland, TX Content editor and management professional with 7years working experience in both field. I have an excellent communication skill and a great enthusiasm to grow and achieve business goals with proficient interpretation of companies vision and values. Authorized to work in the US for any employer Work Experience Freelance Writer Viables Global Magazine - Dallas, TX Present IT Project Manager Concierge Services, Inc. - Boston, MA September 2017 to May 2018 ??Provide resident assistance and log entry using the active building platform. ??CCTV Operator with proficient skill with car matrix and efficient incident report skill. ??Support leasing office with visitors log and request footage. Resident Assistant Iowa Western Community College - Iowa August 2016 to July 2017 ?? Providing student time log records. ??Providing assistance to the on campus security with efficient information daily regarding safety. ??Assisted with resident lock outs and other safety issues while on duty. Data Entry AERO CONTRACTORS - Lagos October 2013 to December 2015 ??Directly in charge of employees personal entry and payroll data. ??Record and make copies of flights bookings,modification and cancellation. ??Appropriately assist with IT support and data storage for the department. Content Editor Viables Global Magazine - Lagos May 2011 to August 2013 ??Content review and editing with a strong interest in creativity. ??Creating slide show and presentation for approved contents. Education Aviation Maintenance Tech in Aviation Iowa Western Community College - Iowa August 2016 to July 2017 Bachelor's in Management Science Ekiti State University - Ado Ekiti July 2006 to January 2011 Skills Microsoft Office (3 years), Mac OS X (4 years), Powerpoint (4 years), Project Management (3 years) Certifications/Licenses Business Management January 2011 to Present

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