

Contact

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Top Skills

Data Visualization
Office Administration
Python (Programming Language)

Languages

Efik (Full Professional)
Ibibio (Native or Bilingual)
English (Native or Bilingual)
Annang (Full Professional)
French (Limited Working)

Certifications

Python Programming Language
Web Design and Development
Introduction to Machine Learning
Python Programming/Data Analysis
Data Entry Course

Ekaette Emmanuel Okon

Physicist || Data Analyst || Machine Learning || Data Science ||
Administrative Officer || Open to Work || Open to Remote Roles
Port Harcourt

Summary

Experienced Professional Freelancer with a demonstrated history of working in the government administration industry. Skilled in Analytical Skills, Administration, Data Visualization, Office Administration, and Database Management System (DBMS). Strong media and communication professional with a Bachelor of Science - BS focused in Physics from University of Port Harcourt.

Experience

Self-employed

Professional Freelancer

March 2020 - Present (2 years 3 months)

Online

- * Perform a variety of accounting
- * Collecting and processing records, reports, and documents and entering them into a database or another information collection system.
- * General Transcription
- * Typing and converting of MS Word to Pdf and vice versa etc
- * Web Research
- * Data Mining
- * Microsoft Office suite
- * General Administration
- * Google Docs
- * Data Entry
- * Data Collecting
- * JPEG/PNG to Excel or Word conversion
- * Data Scrapping
- * Lead Generation
- * CRM Data Entry
- * Word Press Data Entry
- * Data Collection from social media
- * Data Cleansing
- * E-commerce Products Listing on any Platform

- * Property Research
- * Public Record Research
- * Copy Pasting
- * Business Card and Shopify Data Entry

Canet International School

Teacher

September 2014 - December 2015 (1 year 4 months)

Abuja, Federal Capital Territory, Nigeria

*Planned, prepared and presented engaging lessons for the pupils.

*Organized and beautify the classrooms with learning resources that improved comprehension and assimilations.

*Deployed content-focused method of education that boosted pupils learning.

*Integrated technology based instruction and feedback system that heightened pupil's performance.

Embassy of the Republic of Guinea

Administrative Assistant

January 2013 - June 2014 (1 year 6 months)

Abuja, Federal Capital Territory, Nigeria

*Provided administrative support to ensure effective and efficient daily operations.

*Managed document retrieval and archiving, received and organized incoming mails; maintained confidential records, and embassy databases.

*Attended external meetings, adhere to general office protocol and procedures.

*Liaised with diplomats, local staff and administrative attaché to provide effective communication.

Embassy of the Republic of Guinea

Secretary to the Ambassador

March 2010 - November 2012 (2 years 9 months)

Abuja, Federal Capital Territory, Nigeria

*Filed classified and unclassified materials, received and followed up on phone calls; attended to visitors, provided timely and responsive administrative support.

*Managed documentation and informed the Ambassador of matters requiring attention.

*Planned and scheduled travel itineraries for the Ambassador and for the staff of the Embassy.

*Scheduled appointments/meetings for the Ambassador internally and externally.

*Maintenance of Ambassador's diary, sent and received correspondences.

Education

University of Port Harcourt

Bachelor of Science - BS, Physics · (January 2016 - July 2021)

Annang Secondary Commercial School

WASSC, Science · (January 2000 - June 2006)