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|  |  | **PROFILE:**  Professional Administrator in Corporate Fields. Experienced in Humanitarian Relations/Services, detecting and solving Humanitarian needs/request, dealing with general queries, and motivates and develop organizational services.  Professional Healthcare Assistant.  Conversant with all aspects of administrative initiatives and interwoven in Managerial capacity and formation.  **WORK EXPERIENCE**  **2022-23 HIGHFIELD HEALTHCARE**  (Healthcare Assistant)   * Have experience managing the information (Data)for Residents (Patients) and Staff * Have administrative experience of the Healthcare organization * Residents (Patient) interaction and tending to their needs and requirements.   **2018 ALL IN CARE**  (Healthcare Assistant)   * Interaction with Residents (Patients) and staff to tend to their needs * Achieved administrative experience managing official work for Staff * Assisting Healthcare Staff in carrying out various duties related to Residents (Patients).   **2017 -2018 LAWABLE ORGANISATION**  (Administration Coordinator)   * Have experience working with the administration to effectively managing and achieving organizational goals and targets efficiently. * Involved in allocation of resources and coordination of activities across the organization. * Using various management skills to coordinate the organization activities.   **2016-2018 MITAIRES LANDMARK LTD**  (Administration Director)   * Being the Director, involved in all the communication with the external and internal stakeholders to effectively communicate all the directions in a concise and professional manner. * Supervised various teams and leading them in various projects.   **2015- March/2017 MITAIRES LAW**  (Client Services/Administration**)**   * Being in client services team, I have always been given positive feedback, even I accept criticism in a way to improve myself. * Integrating daily life experiences in my work.   **April/2015- June/2015 FRESH SUPERMARKET**  (Customer Services/Floor Attendant**)**   * Floor Attendant * Organizing Daily Floor Activities   **February /2015- March. /2015 COMFORT KEEPERS**  (Manual Handling**) (Training)**   * Manual Handling   **May/2013- March/2014 ST. VINCENT DE PAUL**  (Customer Services/Floor attendant**) (Volunteering)**   * Floor Attendant * Work closely with the Marketing Department for Sales & Promotion * Organizing daily floor activities   **June 2010-July2010 ROAR PROMOTION**  **(**Field Sales Trainee)   * Outdoor Marketing /Sales for Aitricity * Providing friendly environment for customers to identify with Aitricity services, by convincing customers to switch over from BordGais to Aitricity * Working on my own initiative as part of a team   **July/2007-2009 WHITE HORSE GUEST HOUSE**   * Marketing & Promotion * Customer Services * Guest & Room Arrangements * Organizing daily business activities   **July/2009-2010 REEVES TRAVELS & TOURS LTD**   * Marketing & Promoting Airlines Businesses * Customer Services * Organizing daily business activities   **EDUCATION:**   * 1. **Mowoe Primary School**   XXXXXXXXXXXXXX (Place and Country)   * 1. **Urhobo College**   XXXXXXXXXX (Place and Country)  1985-1988 **Dockyard Sch. of Engineering**  XXXXXXXXXXXX (name of college & Place & country)  1990-1994 **Human Rights/ Criminology Training**  XXXXXXXXXX (Name of college, Place &  Country)  2013 **Criminology/Criminology Psychology**  XXXXXXXX (Name of college, Place &  Country)  2014 **Legal Practices/ Procedures**  XXXXXXXXX (Name of college, Place &  Country)  2014/2015 **Business Law** (BCL)  XXXXXXXX (Name of college, Place &  Country)  2015/ 2017 **Economics, Politics** & **Law** (EPL)  XXXXXXXX (Name of college, Place &  Country)  2017/2017 **Football Association**  XXXXXXX (Name of college, Place &  Country)    2018 H**ealthcare Training Certifications**  XXXXXXXX (Name of college, Place &  Country)  2018/2019 **Law**  XXXXXXX (Name of college, Place &  Country)  **PERSONAL INFORMATION**  -Nigerian  -A former Trustee with Migrant Disability, Ireland  -A Trustee with ECOPOLAW (Economics, Politics & Law Human Rights Organization)  -Researcher in “Economics, Politics & Law”  -An active member of Labour Party, Political Party (My team and I was involved in Constituency commitments). I also participated in series of meetings at the Nigeria Budgeting in 2017-2018 with the former Minister of Finance, **Mr. Kofi Johnson** at Party level.  **REFERENCES**  XXXXXXXXX  XXXXXXXXX  XXXXXXXXX |
| **victoria connon**  (Multi-Task Professional) **CONTACT** 20 Victoria Avenue,  Lekki, Lagos,  Nigeria  Mobile: Tel.+234 852059826 |  |