

EFFIONG, NDIANA-ABASI N.

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SUMMARY

I am seeking a challenging and rewarding role in a progressive and outcome-driven organization that fosters a collaborative and innovative work environment, where employees are encouraged to achieve their maximum potential through teamwork, independent thinking, and creative problem-solving, ultimately contributing to the achievement of the organization's strategic objectives and vision.

WORK EXPERIENCE

Social Media Manager

2023 - Present

- Manage and grow the social media following. Achieved over 35k followers
- Create and curate high-quality, engaging content (posts, tweets, stories, reels, etc.) for various social media platforms (Facebook, Instagram, Twitter, LinkedIn, etc.)
- Manage and schedule content using social media management tools (Hootsuite, Buffer, Sprout Social, etc.)

Supervisor at mummyluv kitchen

2022 - 2023

- Supervised food section and drinks, made sure adequate services were rendered to customer's satisfaction

Customer Service Representavies - Le Meridian Ibom Hotel and Golf Resort, Uyo Jan. 2020 - June 2022

- Respond to guest inquiries and resolve issues in a timely and professional manner
- Provide exceptional customer service via phone, email, and in-person
- Follow up with guests to ensure satisfaction and resolve any remaining issues
- Maintain a clean and organized front desk and lobby area

Radio Presenter at Nasarawa Broadcasting station

- Make research for programs, organize interviews, cast news, make commercial jingles

EDUCATION

- BSc (Hons) in Petroleum Microbiology, University of Uyo 2016 - 2022
- **Research Thesis:** "Bioremediation of Oily Sludge Contaminated Mangrove Soil using Biopiling Technique"
- West African Examination Council (WAEC) 2014

ADDITIONAL INFORMATION

- English Ascent (British/American) Online Course - 2020
- Certificate in Virtual Assisting (ALXs) - 2021

PERSONAL SKILLS

- Social Networking/influencing skills
- Film Directing/Acting skills
- Ability to diversify and adapt to different working environments.
- Good communication and interpersonal skills
- Ability to work with or without supervision and demonstrate high level of initiative and credibility.

REFEREES: Available on Request