

AYEKE TOBECHUKWU GRACE

Contact

No 33, Emily Akinola Street, Akoka,
Lagos.
100213
Graysaesy@gmail.com
<https://www.linkedin.com/in/grace-ayeke-5038b428a>

Education

Ambrose Alli University,
Ekpoma, Edo State.
Bachelor Of Science in Sociology
Second class upper

Key Skills

Marketing
Research skill
Budget Planning
Communication
Problem-solving and Fluent in
English

Objective

A resilient self-motivated learner, hardworking and result-driven. Great at satisfying customers or organizations by providing best practices and solutions that will facilitate the accomplishment of the customer or organization's goal.

Experience

Personal assistant • H_beads_n_beauty, Delta State
October 2017- November 2018

ROLES:

- Responsible for the set-up, maintenance and storage of make-up workstations
- Assisted with maintaining stock levels and booking supplies.

Enumerator • DELTA STATE WATER CUSTOMER ENUMERATION AND BLOCK MAPPING, Delta State.

August 2019- December 2019

ROLES:

- Maintained confidentiality when collecting sensitive information such as health status or criminal records.
- Explained study procedures to respondents to ensure that they understood the process.

Usher • Corporate _ushers

March 2022- December 2022

ROLES:

- Greeted patrons and assisted them in finding their seats.
- Assisted guests with locating exits and amenities such as restrooms and concession areas.

Responsibilities:

Overseeing daily operations, managing staff, ensuring compliance with organization regulations, and providing exceptional customer service. Also responsible for analyzing financial data, identifying trends, and developing strategies to improve the organization's performance.

Communication

English: Professional working proficiency level

- Empathic listener and persuasive speaker.
- Confident, articulate, and professional speaking abilities (and experience)
- Excellent presentation and negotiation skills.

Leadership

H_beads_n_beauty- Asaba, Delta State.

Successfully led a team of 5 members to exceed goals while maintaining excellent customer satisfaction scores.

References

Mrs. HAPPY AMUKPUME- CHIEF EXECUTIVE OFFICER

H_beads_n_beauty- ASABA, DELTA STATE.