

## MERCY IRIHBOR

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### SUMMARY

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- Energetic self-starter with experience in Administration.
- Excels in providing exceptional service to managing directors, CEOs, and businessowners.

### WORK EXPERIENCE

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#### Social Media Manager

January 2022 - present

#### MEI Online Services - Lagos

- Create, post and schedule content
- Video editing
- Create Canva designs
- Manage chats
- Run sponsored adverts

#### Virtual Assistant (Internship)

November 1<sup>st</sup> – 30<sup>th</sup> 2022

#### Joshua Odoh- Portharcourt

- Send reminders about important meetings and tasks
- Internet research about Nigerian stock exchange
- Create PowerPoint presentation slides

#### Virtual Assistant (Industrial Training)

July – December, 2021

#### AceGene Services – Ogun state

- Social media management(WhatsApp)
- Preparing Powerpoint slides for presentation
- Manage meetings with minutes
- Admin support

## **Admin Officer**

**September 2016 - January 2020**

**PEA Foundation** – Ijaiye, Lagos

- Scheduled meetings and created minutes
- Managed executive director’s calendar and email
- Provided admin support to other departments
- Maintained & executed activities around the office

## **EDUCATION**

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**National Open University of Nigeria** –Victoria Island **May 2017 – February 2022**  
B.sc, Cooperative Management

## **SKILLS**

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- Microsoft office suite
- Time management
- Ability to multitask
- Great communication
- Project Coordination
- Strong interpersonal skill
- Video editing
- Basic Canva design
- Paid adverts (Facebook & Instagram)

## **CERTIFICATION**

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- **Jobberman Soft Skills Training**  
May 4th - June 10th, 2020
- **ALX Virtual Assistant Programme**  
October - November 2022
- **Alison – Executive Assistant course**  
March 2021