

BIOKPO SENIBO GEORGE

+2348082612917

biokpog@gmail.com

Port Harcourt, Rivers State

SUMMARY

A skilled and dedicated individual, well versed in the language of creativity and driven by passion for perfection. With a knack for orchestrating seamless operations, I am always on the lookout for new ways to learn and optimize work flow that boosts productivity.

EXPERIENCE

NYSC/ Administrative assistant

Community Sec. Sch. (Ube) Amadi-ama

05/2023 - Present Abuloma road, Port Harcourt

- Assist school administrator in maintaining and updating student records as well as ensuring accuracy in enrollment, attendance, student fees and dues.
- Taking inventory of office and school supplies and managing them.
- Assist administrative head in filing, photocopying, data entry and organization of documents.

Content Writer

Freelance

12/2022 - Present

- Creating entertaining and engaging content for various platforms (blogs, articles, social media etc.)
- Understanding of SEO and keyword optimization.
- Ability to maintain quality while meeting tight deadlines.

Intern/ Journalist

Radio Rivers 99.1 FM

07/2019 - 2020 Port Harcourt, Rivers State.

- Researched and gathered news on current events, issues and stories of public interest.
- Wrote and edited news stories. Ensured that they were accurate and adhered to journalistic standards.
- Worked with News editors, Presenters and other team members to create news programs.

SKILLS

Technical Skills

SEO editing and keyword MS Word WordPress Content marketing Copy writing

Inter Personal Skills

Communication Skills Problem-solving Organization and prioritization Time-management Skills Flexible

EDUCATION

Bachelor of Arts - Linguistics and Communication Studies

University of Port Harcourt

2016 - 2021

West African Senior School Certificate

Immanuel International Secondary School.

2008 - 2014 Port Harcourt, Nigeria.

LANGUAGES

English
Fluent



French
Understand basic french

