

# COLE, HENRIETTA IFEYINWA

## PERSONAL DETAILS

**Name:** Henrietta Cole

**Address:** Lekki Gardens Estate Phase 1, Sangotedo, Lagos.

**Email Address:** [ifeyinwacole@gmail.com](mailto:ifeyinwacole@gmail.com)

**Phone Number:** 08162908091

**Date of Birth:** 2<sup>nd</sup> September, 1997

**Sex:** Female

**Nationality:** Nigerian.

## WORK EXPERIENCE

### **Henobi Consulting**

**Lagos, Nigeria**

#### **Social Media Consultant / Content Creator**

**2022-Till date**

- Responsible for creating content and handling social media platforms.
- Responsible for customer relationship and satisfaction.
- A team lead who follows up with clients and the team.

### **Zenith Bank**

**Lagos, Nigeria**

#### **Customer Service Representative**

**2021-2022**

- Responsible for customer relationship and management.
- Effective team player.
- Acting unit supervisor 3 months after joining the unit making me the youngest at the time to lead the unit.
- Marketing bank products and services and converting prospects to actual customers.

### **Bervidson Group**

**Lagos, Nigeria**

#### **Brand and Social Media Strategist/ Administrative Staff/ HR Assistant**

**2019-2021**

- Responsible for preparing company's reports.
- Responsible for organizing, updating and keeping company's records.
- Responsible for managing staff and client relationship.
- Supporting day to day running of the organization.
- Creating contents, brand/social media strategy and organic growth of both clients' and in house brands.

### **Coker Creative**

**Lagos, Nigeria**

#### **Event Planner/Coordinator**

**2018-2019**

- Responsible for planning and coordinating events from start to finish.
- Good customer service, excellence and relationship.

**Colifiks Limited**  
**Digital Media Assistant**

**Lagos, Nigeria**  
**2014-2015**

- To provide administrative support to the media team including scheduling meetings, managing calendars and preparing media reports.
- I worked closely with cross-functional teams such as design and content, product management, to ensure all digital media projects are delivered.
- I helped develop digital marketing campaigns.

**EDUCATION**

Novena University  
Bsc International Relations and Strategic Studies  
Second Class (Upper Division).

Delta, Nigeria  
2012-2016

Nigerian Navy Secondary School  
(WASSCE)

Lagos, Nigeria  
2012

**ADDITIONAL INFORMATION**

**Certifications:**

- Nigerian Institute of Management (NIM Member) 2017
- Amaj Computer Training Institute (Microsoft Office Certification) 2018

**Skills:**

- A vast knowledge in Microsoft office.
- Excellent written and oral communication skills.
- Content creation and digital marketing skills.
- A vast knowledge in Canva, Hootsuite and Social Pilot.
- A creative with experience in content creation and brand strategy.
- A good team player and team lead when needed.

**Interests:**

- Travelling
- Creating and discovering new things.

**Volunteer:**

- Volunteer at Christmas at the Slum (CATS) 2017 till date.
- Volunteer at Pad a Girl 2021-2022

**Language:**

- English Language.

**REFREES**

**Mrs Ihuoma Chukwuma  
Nigerian Port Authority  
Lagos, Nigeria.  
08034549834**

**Mr. Lucas Oluka  
Department of Political Science, Novena University.  
Delta, Nigeria.  
08033775281, 0822955100**