| Deborah Ojeaburu | White House Wumba districtFCT Abuja, Nigeria.**(+234) 8138185670****williamdebbie5@gmail.com** |
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| EXPERIENCE Utidia Apprenticeship institute **Administrative Assistant** Work with the president and vice-principal in matters regarding the partnership and investing of external organizations with the institute.Build rapport with different employers regarding our employer partnership program.Educating clients with details concerning different partnerships and investments.Make use of different social media channels to reach out to clients and build rapportFreelanceReal Estate / Travel Consultant * Analyze the market and research to determine property values, market trends, and competition. This includes gathering and organizing data, preparing reports, and presenting findings to the real estate agent.
* Offer overall administrative assistance to the real estate agent or team.
* Interact with clients, buyers, and sellers through various means, such as phone calls, in-person meetings, or emails, to provide property information, answer inquiries, schedule property showings, and follow up on leads.
* Support the coordination of real estate transactions and monitor the progress of transactions to facilitate a seamless closing process.
* Organizing marketing activities by creating and distributing promotional materials, managing social media accounts, and updating property listings on real estate platforms.
* Interacting and educating clients on getting travel visas and flight tickets and helping them in decision-making.
* Creating travel marketing materials and posting them on different social media platforms

**Hec Recruit** Virtual Assistant April 2023 to date * Posting of job opportunities via online platforms for recruitment.
* Screening of resumes for assessing the competence of the candidate.
* Forwarding the screened Resume to the Manager and HR for Interviews.

Dietsup CEO and writer * Create engaging content promoting weight loss and fitness through the use of complementary products.
* Thoroughly research and analyze the content to effectively address specific issues and offer practical solutions.
* Utilize keyword research tools such as Uber Suggest, SEMrush, and similar tools to assess the SEO ranking of each topic before generating content.

**Solve Education: remote position** Business development intern, April 2023* Engage Nigeria campus students of the organization
* Educate them about the scholarship opportunities
* Shortlist them for the opportunity
* Enlist them on Gitlab for the voting process
* Provide them with the fund if win

**Geeky NG: Remote position** Virtual Assistant/ Volunteer * Regular updates of LinkedIn motivational quotes
* Posting geeky news on the LinkedIn platform
* Adding creative writing to the writeup

Rida, FCT Abuja, Federal Capital Territory — *Activation Consultant*February 2022–November 2022* Collect data using various research methods to broaden results and optimize marketing strategies.
* Forecasted marketing trends based on previous data to adjust campaigns and maximize sales.
* Attracted new clients by creating and implementing innovative marketing strategies.
* Informed supervisors and company leaders in markets and regional sales need to best meet customer needs and maximize revenue.
* Identified issues, analyzed information, and provided solutions to problems.
* Learned new skills and applied them to daily tasks to improve efficiency and productivity.

Developed and maintained courteous and effective working relationshipsBluenest Limited - FCT Abuja, NG — *Sales Consultant*September 2019 - January 2021* Cold-called and conducted face-to-face sales calls with C-level executives and directors in assigned sales territories.
* Created detailed sales presentations to communicate product features and market data.
* Responded to telephone and in-person requests for information.
* Maximized customer retention by resolving issues quickly.
* Used prospecting and client development techniques to produce fresh leads and maintain a solid conversion rate.
* Oversaw daily outbound calls to identify services that address primary needs.
* Maintained a sense of urgency in answering customer questions and requests through email or voice messaging.
* I followed up with existing customers to provide additional support and address concerns.
* Used consultative sales techniques to understand customer needs and recommend relevant products and services.

.chicken capitol - FCT Abuja, Federal Capital Territory,  *Restaurant Supervisor*March 2017–September 2017* Created and deployed successful strategies to boost restaurant performance, streamline food prep processes, and reduce waste.
* Boosted customer satisfaction and service delivery to strengthen customer loyalty.
* Coordinated efforts of assigned teams with a focus on productivity, efficiency, and achieving top customer experience.
* Joint promotion of special menu items, motivating staff to increase sales of new specials and bundles.
* Identified team weak points and implemented corrective actions to resolve concerns.
* I met and interacted extensively with customers, promoting specials and providing details regarding key product offerings.
* Rapidly identified and diplomatically addressed customer complaints to achieve high levels of satisfaction and loyalty.
* I greeted and interacted positively with customers, promoting specials and providing information on key product offerings.
* Effectively scheduled and distributed work assignments in alignment with operational and customer needs.
* Coordinated with kitchen employees and front-of-house personnel to consistently drive smooth operations.

**Nestle NIG**- Ibadan, Oyo State—SalespersonMarch 2014–September 2014* Met with existing customers and prospects to discuss business needs and recommend optimal solutions.
* Created sales presentations and seminars to demonstrate product features and competitive advantages effectively.
* Developed and delivered engaging sales presentations to convey product benefits.
* Increased sales by offering consultation on products and services and applying customer service and upselling techniques.
* We enhanced marketing and sales strategies to increase profitability and develop an organizational pipeline.
* We have implemented brand marketing and sales campaigns.
* Effectively sold significant overstock of inventory, reducing overhead and improving cash flow.
* Executed direct sales from manufacturers to customers to improve profitability within a retail environment.
* Boosted brand awareness, implemented promotional campaigns, and employed sales tactics for territory development.

**Ondo State North Counselor**, Akure Ondo State, NG—ReceptionistMay 2007–June 2008* Answered the central telephone system and directed calls accordingly.
* Confirmed appointments, communicated with clients, and updated client records.
* Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance.
* Kept the reception area clean and neat to give visitors a positive first impression.
* Managed multiple tasks and met time-sensitive deadlines.
* Responded to inquiries from callers seeking information.
* Scheduled and confirmed appointments and meetings for the senior management team.
* Answered the phone promptly and directed incoming calls to the correct offices.
* Resolved customer problems and complaints.
* Maintained confidentiality of information regarding clients and the company.
* Corresponded with clients through email, telephone, or postal mail.

EDUCATIONLadoke Akintola University of Technology, Ogbomoso, Oyo State, Nigeria — *Bachelor of Science Anatomy*November 2009–February 2015 African Leadership Program ALX Online— *Internship Virtual Assistance*August 2022–September 2022* The course is designed to develop and practice professional skills that are most needed to be a successful Virtual Assistant, specifically:
	+ A growth mindset and willingness to figure out how to get the job done.
	+ Outstanding, proactive communication with a remote client or manager.
	+ Time management, task organization, and prioritization.
	+ Managing a client’s email inbox.
	+ Managing a client’s calendar and scheduling.
	+ Internet research and synthesis.
	+ Creating slides and presentations.
	+ Researching and booking travel.
	+ Data entry and expense tracking.
	+ Use of common web and software applications, including the Google Workspace suite and video conferencing tools.
	+ Written and spoken communication that is clear, professional, succinct, and effective.
	+ Handling sensitive data and maintaining confidentiality.

REFERENCE: ON REQUEST. | SKILLS* **TECHNICAL SKILLS:**
* Writing, Data Entry, Inbox Management, Calendar Management, Google Workplace (slides, documents, sheets, and forms), MS Office, Internet Research, Catering, Transcription, and Video Editing
* **SOFT SKILLS:**
* Communication, Listening, Stress Tolerance, Adaptability, Managing Attention to detail, Time management, patience, and interpersonal skills.

AWARDSB.Sc. Anatomy CertificateVA Certificate ALXCatering School QMDCI LANGUAGESEnglish, Yoruba, and Pidgin. |