**Stephanie OLISEMENOGOR**

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**SUMMARY**

As a talented, self-motivated and value-adding individual, I look forward to working in your company. My extensive computer and IT knowledge have enabled me to flourish in my profession. I am highly detail-oriented, have strong problem-solving abilities, and am eager to learn, unlearn, and relearn. I'm a hardworking collaborator and deeply creative thinker who is willing to travel about 10,000 km looking for a position in the same or relevant field.

## **Work Experience**

2021-Present *Administrative Officer* God’s Chapel of Restoration AKA Home of Solution Warri, Nigeria

* + - Responsible for establishing and maintaining relationship with church members and host community of the church.
		- Handling church communications and publications, creating and distributing bulletins and newsletters for both internal and external audience.
		- Overseeing church facility maintenance and security operations
		- Assisting with scheduling meetings, renting church equipment and facilities, and enforcing church policies for facility use
		- Develop and implement strategies to attract new members and ensure their engagement
		- Oversee the church’s events, programs, and services
		- Coaching unit representatives for proper and effective communication to the their units and public

2020 *Assistant Commercial Officer* Abuja Electricity Distribution Company Abuja, Nigeria

* + - Responsible for handling commercial services, filed and sorted documents as office needs dictate.
		- Responsible for distributing mails, correspondence memos, letters, faxes and forms.
		- Followed policies & confidentiality dictations to safeguard data & information.
		- Responsible for fulfilling tasks set out by superiors and developed and maintained a filing system.
		- Responsible for building and maintaining client relationships and provide excellent customer service.
		- Responsible for recording daily activities and taking readings of meters.
		- Responsible for recording field inputs into Ms Excel and Citrix.
1. *Computer Facilitator*  Rolof Computer Academy Warri, Nigeria
	* + Responsible for assisting in troubleshooting issues on web-based systems.
		+ Responsible for writing custom HTML and CSS for existing websites and applications.
		+ Responsible for content strategy; updated and edited website content, posts and pages.

2016-2018 *Assistant Programs Director* Delta Broadcasting Services Warri, Nigeria

* + - Responsible for observing the casting of news and anchoring several programs.
		- Responsible for conducting market research and consumer behavior analysis to inform advertising and marketing strategies for television and radio.
		- Responsible for developing creative concepts and messaging for various campaigns using various media channels, including print, digital, social media, and outdoor.
		- Responsible for coordinating external vendors, including media agencies and production houses, to ensure campaign execution.
		- Responsible for monitoring and reporting campaign performance metrics to identify areas for improvement. Television presenter; responsible for hosting of shows; sourcing and writing news.
		- Video editor; responsible for photography; program creation and presentation.

**EDUCATION**

2020-2022 M.Sc. Mass Communication Covenant University Ota, Nigeria

2015-2019 B.Sc. Media and Communication Studies Afe Babalola University Ado-Ekiti,Nigeria

**RELEVANT SKILLS**

* Communication Skills: Excellent verbal, written and presentation skills
* Administrative Skills: Administration, Reporting, Project Management
* Computer Skills: MS Office, Adobe Creative Suite
* Leadership Skills
* Data Analysis, Market research and consumer behaviour analysis
* Creative thinking and problem solving skills
* Language: English

**PROFESSIONAL CERTIFICATIONS, MEMBERSHIPS AND TRAININGS**

Certified Human Resource Practitioner (CHRP) Level 2

HarvardX Technology Entrepreneurship: Lab to Market

Google Basic Digital Skills Training

Google Fundamentals of Digital Marketing Skills Certificate

Student Member; Nigerian Institute of Public Relations (NIPR)