**NGOZI BLESSING OKOLI**

Address: 6,Oluirolu Street, Off Adeshina, Ijeshatedo Surulere, Lagos State, Nigeria.

Mobile: +2348188294487 Email: blessingokoli24@gmail.com

**OBJECTIVE**

To secure a challenging opportunity in an organization that will train me to become a competent professional and take me on the road to success through the quick acquisition of skills and my ability to work well with people.

**WORK EXPERIENCE**

**GRAPHIC PROJECTS LIMITED** JANUARY 2022-PRESENT

Administrative officer and Social Media Executive

 Administrative Officer.

* Managed office supplies and equipment inventory
* Developed and maintain an efficient up-to-date stocks of items in a timely manner
* Prepare and edit documents, including correspondence reports
* Assist with project management tasks, including research and coordination
* Ensured that office appliances are in good working condition and promptly reports to the required facilities specialist for repair.
* Monitored and recorded all procurement expenditures
* Carried out administrative duties such as filing, typing, copying, binding, scanning etc.
* Performed other duties as assigned.

Social Media Executive

* Proficient in community engagement and account management on social media platforms, including the use of Meta Business Suite.
* Skilled in executing SEO analysis, including keyword research and image optimization, using tools such as Yoast.
* Proficient in effective copywriting for web pages to enhance user engagement and SEO performance.
* Experienced in creating landing pages on WordPress websites for promotional campaigns, driving increased conversions and user interactions.
* Experienced in generating comprehensive SEO reports.
* Proficient in crafting and managing weekly content calendars using Google Slides.
* Proficient in designing and editing video content with Canva and Capcut.
* Responsible for the weekly distribution of email newsletters with the use of MailChimp.
* Performed other duties as assigned.

AUGUST 2022 – JULY 2023

NYSC Intern, Personal Assistant to CEO

* Scheduled, coordinate calendar appointment for the CEO
* Served as the primary point of contact for internal and external stakeholders on all matters pertaining to the CEO.
* Report to the CEO and perform secretarial and administrative duties, while observing best business practices and etiquette.
* Ensured the CEOs schedule is followed and respected.
* Successfully completed critical aspects of deliverables with hands-on-approach, including drafting acknowledgement letters, personal correspondence and other tasks.
* Communicates directly, and on behalf of the CEO, with staff and other stakeholders.
* Prioritized and followed up on incoming issues and concerns addressed to the CEO, including those of a sensitive or confidential nature and determined appropriate course of action, referral and response.

**NOBS MEDIA AND ENTERTAINMENT** SEP 2019 – DEC 2019

Undergraduate Intern, Management consulting .

* Worked as an effective team member to complete project components and assigned tasks.
* Team participant in directing, stage setup and lighting.
* Performed administrative duties.
* Assisted in the management of the organization’s social media campaign calendar.

**CREATIVE PETO CONCEPTS LIMITED**  AUG 2019 – AUG 2019

Undergraduate Intern (Volunteer), Event planning and Management

* Contributed to the successful running of two events
* Provided feedback on clients request
* Worked with creative minds to ensure successful completion of the event
* Worked as the Personal Assistant to the MD

**SKILLS AND TOOLS**

* Communication Skill
* Microsoft Office Suite
* Strong Team Player
* Analytical Skill
* Review and Research Skills
* Social Skills

**EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS**

Google Digital Garage Fundamentals of Digital Marketing 2023

 Institute of Project Management Associate Member 2023

Alison Digital Marketing overview /Content creation 2023

University of Benin B.A Mass Communication (Second Class Upper) 2021

Igbo owu Secondary School SSCE 2016

**BIO DATA**

Date of Birth: 25 December 1996

Sex: Female

Marital Status: Single