Favour Ige

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PROFESSIONAL EXPERIENCE

**ColouredSpaces Limited- Personal Assistant to the Directors (Jan 2023 -Present)**

* Executive Support and Facility Management: Efficiently manage Directors' schedules, research and organize travel arrangements, attend to personal needs, oversee vehicle availability, procure office pantry supplies, and extend a welcoming and hospitable environment for guests.
* Collaborative Performance Oversight: Solicit feedback from Team Leads, liaise closely with Sales Executives to achieve organizational goals, and ensure optimal functionality across all departments. Regularly communicate findings and recommendations to Directors for strategic decision-making.
* Talent Acquisition and Management: Proficient in end-to-end HR functions, including onboarding new staff, crafting compelling job ads, summarizing CVs to identify key qualifications, organizing daily presentations for staff training and development, and initiating staff appraisal processes for performance evaluation.
* Inventory Management: Receive and electronically register new items for the store, maintain organized storage, and safeguard inventory. Monitor the movement of items and responsibly manage store keys for secure access.
* Social Media Management and Brand Promotion: Develop content strategy, design brand visuals, produce product photos and videos, and publish on Facebook, Instagram, and TikTok. Innovate giveaway initiatives, execute advertising campaigns, engage with customers, maintain brand aesthetics, and foster collaborations with other social media pages.

**Progiant Media - Social Media Manager (Intern); Lagos (Sept 2022 - March 2023)**

* Conducted brand analysis and established social media accounts for the Green Globe Initiative.Crafted a comprehensive content calendar and consistently produced engaging content reflecting the brand's message.
* Researched trending captions on environmental literacy and sustainability for Instagram and Facebook.

**Abundance Model College - Assistant Teacher; Osun State (NYSC) (Jan - Nov 2022)**

* Taught Oral and Written English, public speaking skills, and Mathematics to over 75 pupils. Implemented reading techniques to aid memorizing and improve their spelling.
* Organized free extra lessons, utilizing audio books to improve fluency in reading.
* Served as Master of Ceremony (MC) for the Colour Day event, ensuring a successful event with motivated participants.

**Matadors Leadership Institute - Moderator, Panel Session, Osun Tech Summit (July 2022)**

* Conducted research on panelists and prepared interview questions for the Osun Tech Summit.
* Led discussions covering the growth of technology, challenges, and opportunities in Osun state.
* Networked with technology experts, ensuring a well-prepped panel session.

**TVC NEWS - Assignment Desk Intern**

* Oversaw desk operations in the absence of staff, sourced news stories requiring expert insight, scheduled expert appointments, edited news content, and collaborated with visual and technical teams for live interviews. Received and organized daily assignments from reporters, reporting to directors, and actively covered news stories.

**LEADERSHIP EXPERIENCE**

**NYSC - Drug Free Quality Control (CDS GROUP), Treasurer (May 2022 - Nov 2022)**

* Managed payments of members and increased CDS savings by 100%.
* Developed efficient means to motivate Corps members to pay monthly dues.
* Participated in drug abuse sensitization with NAFDAC and NDLEA.

**Matadors Leadership Institute - Logistics Team Lead; Osun, Nigeria (June - July 2022)**

* Headed logistics team in planning the Osun Girls Can Code Grand finale/Osun Tech Summit.
* Coordinated seating arrangements and liaised with event hall management.
* Recruited skilled volunteers and ensured a smooth team effort and a successful event.

**Covenant University - Special Advisor to the Chaplain (Nov 2019 - July 2021)**

* Reported directly to the Chaplain on Hall Chaplaincy and Student Chaplaincy matters.
* Efficiently collated reports and announced updates to the General chaplaincy bodies.
* Improved systems using Google forms for more convenient evaluations.

**Solution 17 Global - Finalist, Climate Action in Covenant University (May 2020)**

* Developed a global solution adopted by Solution17Green, Global Trackable Trees.
* Researched climate crisis solutions, presented to global experts, and pitched to the Office of Senior Special Assistant to the President of Nigeria on SDGs.
* Received mentorship on social entrepreneurship, UNDP funding, and recognition featured on ThisDayLive and the United Nations website.

EDUCATION

* PGD, Project Management, TPI Institute, 2022.
* Covenant University – Nigeria, September 2017 – September 2021

Mass Communication - Bachelor of Science, GPA: 4.12/5.0. Concentrations: Broadcast journalism

* Digital Skills and Talent Foundation: Cinematography for beginners Aug - Oct, 2022
* Voice-over Masterclass (2022)
* TPI Learning Institute: Chartered Institute of Project Management (2022)
* Nikon: Photography for Beginners (2018)
* Pefti Institute: Cinematography course (Beginners) (2018); Pefti Cinematography course (Advanced)(2019)
* Alliance Francaise: French (2018)

AWARDS

* Covenant University Communication Student’s Association: Most hardworking student 100 level (2018);
* Covenant University Student Council: Asst Female Student Chaplain, (2019 - 2020);
* The Youth Summit; Outstanding Achievement Award (2022)

SKILLS/INTERESTS/MISCELLANEOUS

* Public Speaking and writing. Udemy, Speak Like a Pro: A Beginner’s Guide to Public Speaking (2020); Udemy, Become a Freelance Content Writer.
* Proficient with Canva and Microsoft Office : Word, Excel, Powerpoint
* Skilled in setting meetings on Zoom, Skype, Google Meet and Microsoft Teams.
* Excellent listening and interpersonal communication skills.
* Fast in learning and adapting to new environments.
* Fast in typing and creating reports and emails
* Critical and system thinking
* Creating brand awareness for startup brands
* Volunteering at social development agencies. Climate action activist

Languages: Fluent in English, Pidgin-English, Yoruba. Intermediate in French language

Interests: Thinking, speaking, researching and meeting people.