

WILLIAMS AANUOLUWAPO HENRIETTA

SW9/1132A, Orita Challenge | Ibadan, Oyo State | +2348104758209 | henriewill@gmail.com

Objective

To secure a challenging position in a suitable organization where I can utilize my strong organizational and interpersonal skills to support the HR Department in its various functions. I aim to contribute to the success of the organization by providing exceptional administrative assistance and maintaining a productive work environment. Through my dedication, attention to detail and diplomacy, I strive to contribute to the team's efficiency and effectiveness in meeting the organization's objectives.

Work Experience

June 2022 – December 2022

Administrative Assistant | Puzzle Speech and Hearing Center

- Assisted in the day to day running of the organization which included managing client's sessions, reaching out to new clients and securing a working relationship.
- Handled the Social Media pages and curated weekly contents aimed not only at educating existing clients but also to attract new clients.
- Assisted in executive decision making aimed at improving the organization and assisted in screening new staffs.

February 2022

Event Coordinator | Maselly

- Organized an event aimed at empowering women with soft skills and social media knowledge needed to float their soft skill business.
- Set up a line of communication with the attendees which included crafting mails and creating excel sheets to keep proper tabs.

Education

May 2018 – June 2023

University Of Ibadan, Ibadan, Oyo State

B.Sc. Physiology [In-View]

Skills

- Effective Communication
- Problem Solving

- Proper Organization
- People Management
- Time Management
- Content Creation
- Flexibility and Adaptability
- Microsoft Office
- Trello
- Figma

Certifications

- Soft Skills Certified – Jobberman (September 2022)
- Product Design – Skillshare (November 2022)

Awards and Recognition

- Physiologist of the Year (2021/2022)
- Most Versatile Student of the Year (2019/2020)
- Executive of the Year (2019/2020)
- Freshman of the Year (2017/2018)

References

Available upon request.