

ERIAMIA TOE BLESSING OSAS

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Address: 4 Lamidi Opakunle Layout, Elebu, Ibadan.

CAREER OBJECTIVE

Communications manager with a dynamic and result-oriented approach to communication strategy, brand management and reputation control. Currently seeking career growth and new avenues to contribute impactful solutions to ensure brand growth.

CORE SKILLS

- Excellent written and verbal communication skills
- Certified Google Digital Marketer
- Outstanding interpersonal client and professional communication abilities
- Ability to work independently or as a part of a team
- Highly organized and have an exceptional work ethics
- Passion for customer service and interacting with the public
- Good computer skills including proficient use in Microsoft packages

WORK EXPERIENCE

Freelance Writer / Ridapad

02/2023 -04/2023

- Applied strong writing and editing skills to produce compelling content
- Edited and proofread copy for grammar paying close attention on spelling, rewriting for clarity and accuracy
- Delivered high quality and insightful written content, while meeting deadlines
- Participated in brainstorming sessions within the team successfully

Administrative Assistant (NYSC) / Local Government Developmental Council-Osun, Nigeria

09/2021-07/2022

- Prepared and assisted in writing letters, filing and moving of files
- Created tickets in line with customers request and ensured speedy resolutions
- Documented meetings and conferences
- Answered phone calls and issued receipts to beneficiaries

Student Teacher /Army Day Secondary School-Benin, Nigeria

10/2018-11/2018

- Created lesson plans and engaged the students in both class and extra-curricular activities enabling them to realize their learning objectives
- Managed classroom procedures and organized resources to promote safety and learning

EDUCATIONAL QUALIFICATION

B. ED B.A. English and Literature

11/2015 - 11/2019

University of Benin-Edo, Benin City

TRAINING AND CERTIFICATION

- Teachers Registration Council of Nigeria (TRCN)
- Jobberman soft-skills training
- The fundamentals of Digital Marketing (Google)

LANGUAGES

English, Yoruba, Edo.

LEISURE INTEREST

- Volunteering
- Writing

REFERENCE

- References are available upon request.

SOCIAL HANDLES

[LinkedIn](#), [Instagram](#)