

# SARAH EHINOMEN JOHN

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## SUMMARY

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Committed Personal Assistant with 6years experience. Excellent work ethic and strength in boosting company morale. Experienced in working in fast paced environment and meeting crucial deadlines. Dedicated to serving and assisting employer through proactive communication. Intellectual and focus driven with excellent communication skills. Seeking to obtain gainful employment in an environment that broadens employee's skills and allows room for advancement such as the United Nations Population Fund.

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## EXPERIENCE

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**MENE COMPANIES, BENIN CITY.**

**JULY 2020 – SEPTEMBER 2023**

*PERSONAL ASSISTANT*

- Oversaw all personal and professional calendars and coordinated appointments for future events.
- Supported the Director by providing personal and clerical support, and other tasks assigned.
- Handled incoming mails, bills, invoices and completed appropriate actions.
- Maintained appropriate filing of professional documentations.
- Served as point of contact between staffs and managerial staffs.
- Displayed absolute discretion at handling confidential information.
- Organising travels and itineraries.

**GIANT GOLD ENTERPRISE, BENIN CITY.**

**FEBRUARY 2018 – MAY 2020**

*PEESONAL ASSISTANT*

- Preparing communications on behalf of the manager.
- Monitoring manager's email and responding if required.
- Organising, planning and scheduling meetings.
- Taking notes and writing minutes during meetings.
- Arranging travel and logistics.
- Running errands and completed tasks assigned.
- Acting as a point of contact for phone calls and correspondence.

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## EDUCATION

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**IDIA COLLEGE, BENIN CITY.**

**SEPTEMBER 2011 – JUNE 2017**

*HIGH SCHOOL DIPLOMA*

*West African Senior School Certificate.*

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## SKILLS

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- Outstanding organizational and time management skills.
- Ability to work independently as well as part of a team.
- Excellent communication skills, both verbal and written.
- Ability to multitask and work under pressure.
- Meticulous attention to detail.
- Experience working with Microsoft Office.
- Experienced in working virtually and proficient in different software that aid virtual assistance such as Dropbox and Google Drive for managing files, Google Calendar and Calendify for calendar management, Apollo.io and Leadscape for lead generation.
- Social media savvy.
- Travel management and Lead generation skills.
- Interpersonal skills.

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## REFERENCE

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***AVIALABLE UPON REQUEST.***