

Henry Efe

Management Analyst | Accenture & Google Certified Digital Marketer
| Tech Enthusiast

Astute Management Analyst with experience in providing organizational assessment; identifying areas for improvement as well as increased efficiency and operational assistance to meet organizational needs. Capable and highly organized when coordinating documents; data processing and management. Clear communicator and self-motivated worker with decisive nature necessary to making processes more effective. Trained expert in Search Engine Optimization, pay-per-click and Digital marketing in general. Striving to leverage my passion for excellent organizational and leadership skills.

Contact

Address

Moss Garden, 10 Izakpa
Street, Effurun, Nigeria
330102

Phone

+2348137208813,
+2349050072160

E-mail

contacthenry@aol.com

Instagram

instagram.com/henrifik

LinkedIn

linkedin.com/in/henry-efe-
4364521aa/

Facebook

facebook.com/Henrifik

Skills

Data
processing
and
managemen
t



Documentatio
n and control



Work History

Feb. 2021 – Departmental Admin Manager


June 2023 *LoveWorld Incorporated, Warri*

- Kept operations in compliance with organizational regulations by developing and directing effective internal systems.
- Built and managed cordial relationship with clients, providing feedback and reports.
- Trained employees in the company and regulatory compliance requirements to promote conformance.
- Oversaw office inventory activities by ordering, assets management stocking and shipment receiving.
- Communicated corporate objectives to various divisions and affiliates of the organization to meet deadlines and adhere to company budgets.
- Analyzed data related to administrative costs and spending trends to prepare budgets for personnel.
- Hired, managed, developed and trained 4 staff, established and monitored goals, and conducted performance reviews for staff.

Dec. 2014 – Studio Manager

Jan. 2021 *Missions Support Network Centre, Effurun*


- Created 4 policies and procedures for department and delivered company-wide training to employees.

Communication and writing  Very Good

Business administration  Good

Strategic planning  Good

Leadership experience  Good

Relationship building and management  Good

Languages

English  Excellent

French  Average

Software

Microsoft Word  Very Good

Microsoft Excel  Good

PowerPoint  Good

OneDrive  Very Good

- Pleasantly greeted customers and asked open-ended questions to better determine needs.
- Supervised specialized team of 3 staff members, delegating technical engineers and assistants to handle various projects.
- Escalated incidents to next level to remain compliant with organization's standards and procedures.
- Communicated best practices among on-site and external personnel to align efforts and goals.
- Embarked on field trips to get translators; recruited over 20 translators.

Dec. 2013 – Sound and Video Editor

Nov. 2017 *Missions Support Network Centre, Effurun*

- Working with over 20 translators, prepared for recording sessions by selecting and setting up microphones.
- Mixed and mastered vocal arrangements and music compositions, and optimized songs and albums.
- Used Steinberg Cubase and Adobe Audition to mix and edit tracks.
- Mixed voices, podcasts and taped sound effects for live performances and pre-recorded events.
- Jingle productions. Engaged in vocal training.
- Delivered edits with multiple camera angle choices, titles, graphics, audio and special effects.
- On over 5 Occasions, worked with external Directors in evaluating and selecting scenes for pacing, entertainment value and continuity, trimming shots and editing content.

Jul. 2012 – Junior Sales Officer

Nov. 2013 *Missions Support Network Centre, Effurun*

- Maximized advertising efforts by developing content for media relations, corporate communications and social media posts.
- Recorded customer data in Microsoft Excel databases, streamlining analysis procedures for efficiency and accuracy.
- Tracked key metrics and developed spreadsheets and data models.

- Attracted 40 new clients by creating and implementing innovative marketing strategies.

Education

Nov. 2010 – Bachelor of Science: Political Science And

Nov. 2014 Government

Delta State University - Abraka, Delta, Nigeria

Sep. 2007 – West African Senior School Certificate: Social

Jun. 2009 Sciences

Ugborikoko Secondary School II - Ugborikoko, Effurun, Delta State

Sep. 2003 – Junior School Certificate

Aug. 2008

College of Education Demonstration Secondary School - Edjeba, Warri, Delta State

*Awarded **Winner, English Essay Competition** for Junior Secondary School Students in Delta State*

Accomplishments

- Successfully managed 4 different sub-units simultaneously, trained and managed team members comprising of 3.
- Achieved 33% increase in leads through effectively helping with running social media campaigns within 3 months.
- Completed SQL basic course.

Certifications

Sep. 2020 PMI Certificate of Learning - Project Management Institute in Entrepreneurship

Jul. 2021 Fundamentals of Digital Marketing - Google & IAB Europe

Sep. 2021 Certified Digital Marketer - Accenture & CPD

Sep. 2021 Digital Skills: Social Media - Accenture & CPD

Oct. 2021 Introduction to Business Management - King's College London

Oct. 2021 Accenture & CPD Certificate in Web Analytics

Interests

Reading

Cars

Writing

Tech

Travelling

Language learning