

Akunna Grace Aluko

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4A Orange Boulevard,. Villa Nova Estate, Apo, Abuja, Nigeria.

07068734819

akunna.grace1@gmail.com

Skills

Microsoft office, Collaboration, Understanding of Best Business Practices and Needs, Excellent Communication Skills, Highly Analytical, Problem-solving Aptitude, Team Work, Adaptability.

Experience

TOUCHSTONE NETWORK LTD / Content Marketer & Writer

January - June 2018, Wuse 2, Abuja

Designed content marketing strategies and set short-term goals.

Undertook content marketing initiatives to achieve business targets.

Produced high-quality content by collaborating with design and writing teams.

Created an editorial calendar, delegated tasks, and ensured that deadlines are met.

Edited, proofread, and improved content.

Ensured a strong web presence on various channels.

Generated ideas to increase customer engagement.

GLOBAL TRUST MCSL / Admin Executive /Customer Care Representative

July - December 2017, Wuse 2, Abuja

Managed the day-to-day operations of the office.

Organized and maintained files and records.

Planned and scheduled meetings and appointments.

Served as the primary point of contact for addressing inquiries and resolving customers' concerns.

Communicated with clients and scheduled face-to-face meetings

BRAINS AND HAMMERS LTD / Business Development Executive

June - August 2016, Central Area, Abuja.

Located and acquired new business clients by utilizing internal leads, creating a network of contacts and seeking out referrals.

Cultivated strong relationships with customers by delivering the most advantageous customer experience during every client interaction.

Collaborated with a diverse customer base, including community leaders and senior business executives.

Demonstrated strong product knowledge of investment and real estate products.

PROPERTY NETWORK & DEVELOPMENT COMPANY LTD

/Admin Assistant / Front Desk Consultant

February 2014 - March 2015, Gwarinpa, Abuja.

Served as the primary point of contact for addressing inquiries and resolving customers' concerns.

Communicated with clients and scheduled face-to-face meetings.

Conducted basic accounting tasks and escalated issues to the supervisors.

Provided ongoing administrative support to senior executives through the management of daily operations and special projects.

NATIONAL YOUTH SERVICE CORPS, Higher Ground Academy /

Teacher/Instructor

November 2012 - November 2013. Ado-Ekiti, Ekiti State.

Prepared lesson plans.

Prepared students for Senior Secondary School leaving examinations

Education

University of Ibadan / M.A. Communication and Language Arts

2018 - 2020, Ibadan.

Babcock University / B.A., English Studies

20 08-2012, Ilisan-Remo, Ogun State.

Certifications

2022-12 Introduction to Project Management (Simplilearn)

2023-01 Google Agile Project Management

2023-01 Brand Management: Aligning Business, Brand and Behaviour (University of London)

2023-04 Preparing to Manage Human Resources (University of Minnesota)

2023-04 Recruiting, Hiring, and Onboarding Employees (University of Minnesota)

2023-04 Managing Employee Performance (University of Minnesota)

2023-04 Managing Employee Compensation (University of Minnesota)