

CYNTHIA OKEKE, EXECUTIVE ASSISTANT

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I am a highly motivated and self-sufficient professional with a proven track record of delivering results. With a keen eye for efficiency and a strong sense of time management, I thrive in fast-paced environments and excel at meeting deadlines. My ability to multitask effectively allows me to handle multiple projects simultaneously without compromising quality. My resourcefulness and ability to work independently enable me to overcome obstacles and achieve objectives efficiently. I thrive in dynamic work environments where juggling multiple responsibilities is the norm.

Work Experience:

Vobb

Applications Manager

London, UK (Remote)

06/22 - Present

- Streamlined application processes, resulting in a 23.2% reduction in processing time and an increase in applications processed by 30%.
- Implemented a new system for managing application records, leading to a 28% improvement in accuracy and accessibility.
- Collaborated with a cross-functional team of 6 to ensure seamless communication and coordination during application cycles.
- Conducted regular audits of application data, identifying and rectifying discrepancies, resulting in a 39% improvement in data integrity.
- Developed and delivered training sessions for new team members, ensuring consistent understanding and adherence to application procedures.
- Played a key role in organizing and executing recruitment events, resulting in a 12% increase in applicant turnout and a 17.9% rise in successful hires.
- Reviewed and managed students' documents, delivering valuable consultations that contributed to a 46.7% rise in successful applications.
- Provided top-tier customer service, garnering consistently positive feedback and contributing to an improvement in client satisfaction.

ASI

Virtual Assistant (Contract)

United States (Remote)

01/23 - 01/08.

- Crafted highly efficient travel itineraries, demonstrating creativity and critical thinking, leading to a 35.1% increase in travel experience quality.
- Orchestrated seamless scheduling, travel arrangements, and communication for executives, resulting in an increase in operational efficiency.

Freelance

Brand Model

Lagos, Nigeria.

05/17 - Present

- Represented brands with distinction, resulting in a 30% increase in product visibility and a 22% surge in sales.
- Elevated promotion and display of commercial products, leading to a 48% improvement in sales effectiveness.
- Represent multiple beauty brands, effectively showcasing and promoting their products.
- Boosted sales and customer engagement for these brands, resulting in a 35% increase.
- Adapt quickly to embody each brand's image and values.
- Collaborate with other brands in joint events and promotions, increasing exposure.

Education:

B.Ed (B. Sc) Physics Education.

University of Lagos, Nigeria.

10/17 - 06/23

Skills:

HARD SKILLS

Travel Coordination | Project Management | File and Data Organization | Research | Event Planning | Calendar and Schedule Management | Technical writing.

SOFT SKILLS

Time management | Organization | Communication | Collaboration | Multitasking | Adaptability | Confidentiality | Customer Service | Stress Management | Teamwork | Positive Attitude.

COLLABORATION

Attio | Slack.

TOOLS

Google Excel Sheet | Microsoft Powerpoint | Microsoft Word.