

Resume.ae

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Date of Birth:

EDUCATION

Proficiency Certificate in Management, Nigerian Institute of Management – July 2012

Post Graduate Diploma in Journalism, International Institute of Journalism -June 2012

B.A (Ed) Education English, Ebonyi State University, Abakaliki – Aug 2007

Industry Expertise:

An innovative, competent and successful editor with experience of managing writing staff, overseeing the layout and content of articles. Flexible in the ability to adapt to challenges when they arise while remaining aware of professional roles and boundaries. Having the ability to manage and develop staff whilst at the same time balancing any changing and potentially conflicting demands on resources.

Adept at:

- Administration and client management
- Magazine Writing, Editing and operations management
- Publication operations and manuscript editing
- Market Research and analysis

CORE EXPERTISE:

- **Strategic leadership:** Encouraging originality & inspired thinking from all employees & journalists.
- **Support & Development:** Supporting the industry's mission, vision, strategic plan & goal and management decisions.
- **Operational Support:** Assisting in the development and also implementation of production schedules
- **Effective Analysis:** Reading & reviewing published items to ensure they are of the highest quality.

PROFESSIONAL STRENGTHS:

Commitment

Problem solving

Support & Development

Communication skills

Customer service

Research & Analysis

Leadership

Client Management

Team Management

PROFESSIONAL CONTOUR

Carnival World Magazine - Abuja

Dec 2013– Feb 2015

Assistant Editor

Job Criteria:

- Responsible for editorial development schedules, budgets & work allocation.
- Commissioning, creating, editing and publishing new content.
- Editing, producing and proof reading high quality written material.
- Creating fresh content for articles, features, blogs and also some video.
- Coordinating editorial procedures and maintaining editorial standards.

Libral Global Net Technology Ltd

Nov 2012 – Nov 2013

Front Line Secretary

Job Criteria:

- Managing all incoming calls / emails and re-routing them to relevant parties.
- Meeting and greeting visitors ensuring they are signed in and inducted.
- Opening, distributing, collecting and taking the post.
- General administration duties, photocopying, filing etc.
- Dealing with any enquiries at the reception.
- Data entry onto internal systems

The Garki Gazette
Reporter

Apr 1998 – Sep 1999

Job Criteria:

- Quickly collecting and analyzing information on any breaking news stories.
- Writing features and news stories and then submitting them to the editor before publication.
- Involved in picture selection and the layout design of a page.
- Attending press launches, meetings and conferences etc.

Past Experiences

Nigerian Television Authority

Oct 2010 – May 2011

Major Duties: Wiring reports, production advertisement jingles, planning logistics and execution of studio production.

Personal Interests: Reading, traveling and meeting people

Personal Profile

Gender	:	Female
Marital Status	:	Married
Date of Birth	:	24 th Nov 1984
Visa Status	:	Visit Visa