

# EDEALI, GLORY AMAKA

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## CAREER OBJECTIVE

A highly-motivated and productive mass communication graduate, seeking a suitable position to apply my communication experiences and learned knowledge to achieve organizational intentions and improve growth. Familiar with; providing administrative supports, problem-solving tactics, effective research and gathering of needed information for successful running of projects, establishing and strengthening profitable relationships.

## SKILLS AND COMPETENCE

Brand management.  
Excellent written communication skills (press release, copywriting, speech writing and other official correspondence).  
Good verbal communication skills (pitching, presentation, interpersonal communication).  
Proficient in Microsoft Office suite (MS word, powerpoint and excel).  
Social media savvy.  
Good organisational abilities.  
Analytical skills  
Time management

## WORK EXPERIENCE

**Green Legacy Resort, Abeokuta, Ogun State.** *November, 2019 - October, 2020*

Receptionist

- Welcomed and greeted Visitors in a friendly manner.
- Communicated different packages, hotel rates and services to the guests.
- Registered and checked-in guests.
- Ensured clear and detailed records of guest room bookings and proper room allocation.
- Listened and responded to guests' complaints, queries and requests.
- Computed all guest billings and verified payments.

**Olusegun Obasanjo Presidential Library (OOPL)**

*2016 - 2018*

Secretary

- Served as the initial point of contact to the Human Resource Manager.
- Carried out routine tasks on behalf of the Human Resource Manager (HRM).
- Organized files.
- Recorded and typed minutes, along with other documents.
- Identified new needed items and items or equipment needed to be replaced and ensured they are purchased.
- Performed other clerical duties (attended to office correspondences, maintenance of the office and equipment, etc.)

**Blessed Immaculate Nursery and Primary School.**

*2014 - 2015*

Teacher

- Supervised primary 5 pupils and taught all subjects.
- Presented lessons in a thorough and understandable manner.
- Compiled and kept pupils' records such as; test scores, examination score sheets, attendance etc.
- Observed, understood pupils' behaviour and helped them grow academically and morally.
- Instilled good moral behaviours in the pupils according to the school standards.
- Collaborated with other teachers in ensuring that extra-curriculum activities are successfully carried out without any casualties.

