

ESTHER JEREMIAH EKPENYONG

16 Eka Ekong Street, Off Otu Ansa road, IBB Way,
Calabar,
Cross-River State
0909 529 9883

Startreasure67@yahoo.com

Gender : Female | Date of birth: 06-02-1993 | State of Origin : Cross-River State | Single

A skilled professional with experience organizing presentations, preparing reports, and maintaining utmost confidentiality. A charismatic personality with a Can-Do Spirit, teachable and a Team player. Possess a B.Ed. in Educational Administration and Planning also proficient in Microsoft Packages. Looking to leverage my knowledge and experience into a role that fits my profile and career goals.

PROFESSIONAL EXPERIENCE

FEDERAL AIRPORTS AUTHORITY COOPERATIVE OUTLET, Calabar, NG.

Office Assistant / Cashier,
2020.

- Manage day-to-day operations
- Product Sales and inventory management.
- Procurement and Stock management.
- Account Officer.
- Computer Operator.
- General cooperative office management.

FLOURISHING COOPERATIVE BANK, Calabar, NG.

Marketing Executive,
2016.

- Schedule and coordinate meetings, appointments, and business arrangements for prospective customers and existing clients
- Training new marketers to ensure attention to detail and adherence to company policy.
- Developed a solid clientele .
- Maintain utmost discretion when dealing with sensitive information.
- Promote company's products and services.
- Manage account openings.
- Manage new and existing clients.

ARMY COMMAND SCHOOL, Calabar, NG.

Subject Teacher,
– 2015.

- Tutor students in English, Literature, Social Studies and Health Education.
- Prepared Lesson Notes, Teaching Guides and resources for each level and session, and also prepared reports weekly for management.
- Prepared Examination outlines and questions, grade results and term reports.
- Purchased and maintained office supply and inventory.
- Participate in Parents and Teachers relationship management.

EDUCATION

UNIVERSITY OF CALABAR, Calabar, NG.

Bachelor of Education in Administration and Planning, 2015

- Honors: *2nd Class Upper Division*

SECONDARY COMMERCIAL SCHOOLS, Mbiabong, AKS, NG.

S.S.C.E – NECO – WAEC,
2008.

- Obtained higher Credit Scores.

FIRST SCHOOL LEVING CERTIFICATE

PRIMARY SCHOOL CERTIFICATE

- Obtained
2003.

ADDITIONAL SKILLS

- Proficient in Microsoft Office, with a focus on Word.
- Bilingual in Efik/Ibibio and English.
- Web and tech savvy, require little to no training.
- Punctuality and Attention to Details.
- People management and team player.

References and Referees Available on request .