

Lucynda Clement

Administrative Assistant

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Uyo, Nigeria

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EDUCATION

Communication Arts,

University of Uyo, Nigeria
2014

TECHNICAL SKILLS

- Data entry and Expense Tracking
- Internet Research
- Transcribing
- MS Applications
- Managing Clients' Emails
- Project Management
- Writing Correspondence
- Attending to Customers
- Labeling and Filing Electronic Documents

SUMMARY

Motivated professional Administrative Assistant with over three years of experience and strong analytical thinking skills. Personable team player with exceptional customer service abilities. Fast learner and committed to help organizations thrive.

WORK EXPERIENCE

**Data Entry Clerk/Administrative Assistant
2019 - 2022**

Hope and Life Nig. Ltd, Uyo, Nigeria

- Scheduled Appointments, leading to accomplishment of all company's itineraries.
- Scanned documents and saved them in the database and this prevented the company from losing essential organizational information/documents.
- Compiled monthly budget reports, financial spreadsheets and organizational charts to support business operations and improve office organization.
- Completed data entry tasks with accuracy and efficiency.

Administrative Assistant 2016 - 2019

Tower of Ivory Schools, Uyo - Nigeria.

- Interacted with vendors, contractors, and professional services personnel to receive orders, direct activities, and communicate instructions. This further enable the institution retain its clients by 30%.
- Answered multi-line phone system, routing calls, delivering messages to staff, and greeting visitors.
- Coordinated travel arrangements by booking airfare, hotel, and ground transportation.
- Executed record filing system to improve document organization and management.
- Handled client correspondence and tracked records to foster office efficiency.

- Supported efficient meetings by organizing spaces and materials, documenting discussions, and distributing meeting notes.

VOLUNTEER WORK

Assistant Information Officer 2014 - 2015

Akwa Ibom State Ministry of Housing and Urban Renewal, Uyo.

- Managed/Provided professional social media messaging through content development, follower engagement, social listening, trend analysis, and leveraging competitor research.