

# **FAVOUR EMAH OKON**

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**ADDRESS :** Oluwo Egbeda ,Ibadan, Nigeria .(willing to commute)

## **PROFILE SUMMARY**

Dedicated and results-driven Secretary and customer service officer, Admin officer, Broadcasting Outdoor media, Advertising , Journalism and digital media with Specific Roles of Assisting with marketing campaigns and events, Seeking a challenging Media environment in a dynamic company where I can leverage my expertise to support the company's growth Responsible for developing and implementing communication strategies,Create engaging content for internal and external communications, Manage social media accounts and engage with followers, also support the flourishing of the Company's brand.Experienced mass communication Expert with a strong understanding of Emotional Intelligence(EI), Media literacy, Time management , Customer Relationship Management and Human Resource Management , corporate communication and also public relations. Proven track record of implementing effective Media and communication strategies and fostering a positive work environment. Skilled in building strong relationships with clients and customers in supporting the delivery of high-quality media and other related services to drive organizational success.Open to any Employment offer in several other departments.

## **EDUCATIONAL BACKGROUND AND CERTIFICATE OBTAINED WITH DATES**

### **> HIGHER NATIONAL DIPLOMA, MASS COMMUNICATION.**

The Polytechnic Ibadan ,Nigeria. (2023)

### **> NATIONAL DIPLOMA, MASS COMMUNICATION.**

The Polytechnic Ibadan ,Nigeria. (2023)

### **> SECONDARY SCHOOL LEAVING CERTIFICATE**

**Triumph model college .** Near NNPC filling station, km4 new ife road , Alakia Ibadan.(2016)

### **> PRIMARY SCHOOL LEAVING CERTIFICATE .**

**Sow The Seed Group of School .** Alakia Ibadan.(2010)

## **WORK EXPERIENCES**

### **Bartender/Mixologist - La Vegas Club & Lounge.**

**March ,2023 - November,2023**

> Greeting guests in a friendly and welcoming manner, take drink orders, and engage in attentive and personable customer service.

- > Demonstrating a comprehensive understanding of the beverage menu, including the origins, flavors, and characteristics of various spirits, wines, and other beverages.
- > Offer insights and descriptions to enhance the guest experience.
- > Maintaining a clean and organized bar area, including regular cleaning of equipment, glassware, and work surfaces. Ensure compliance with health and safety regulations and uphold cleanliness standards throughout the shift.
- > Proactively promote special beverages, cocktails, and promotional offers to guests. Utilize upselling techniques to increase beverage sales and enhance the guest experience.
- > Processing guest payments accurately, handle cash and credit card transactions, and manage the cash register in accordance with established procedures.
- > Assisting in monitoring beverage inventory levels, restocking supplies, and placing orders as necessary to ensure adequate stock and minimize waste.
- > Prepare and serve a diverse range of alcoholic and non-alcoholic beverages, including cocktails, mock tails, beers, wines, and spirits, adhering to established recipes and presentation standards.
- > Maintaining a clean and organized bar area, including regular cleaning of equipment, glassware, and work surfaces.
- > Ensure compliance with health and safety regulations and uphold cleanliness standards throughout the shift..

**Corporate Affairs Intern – Corporate Affairs Department federal Airport authority of Nigeria (FAAN). ( Industrial Training )** **10th Feb. 2020– 19th Jan 2021**

- > responsible for developing comprehensive communication strategies that align with the company's overall goals and objectives. This involves identifying key messages, target audiences, and the most effective communication channels.
- > Managing the company's relationship with the media is a critical aspect of the role. This includes drafting press releases, organizing press conferences, and responding to media inquiries.
- > InterEnsuring effective communication within the company is another key responsibility. Internal newsletters, memos, and other communications to keep staff informed about company news, policies, and events.
- > Working to maintain and enhance the company's brand image is often part of the role. This can involve developing branding guidelines, ensuring consistency in messaging across all communication channels, and overseeing the use of the company's brand in marketing materials.
- > involving in Social Media Management, in today's digital age, managing the company's presence on social media platforms is often a core responsibility.
- > writing speeches for company executives, creating content for the company's website, and developing messaging for marketing materials and corporate publications.

**GRAPHIC DESIGN**

**Blvcksage Creative (2023 - 2024)**

- > Honed practical design skills, fostering creativity.
- > Gained extensive Knowledge on industry standards and best practices
- > Managed workflow and day-to- day running of the firm
- > Revamped Brand logos and Business cards, boosting brand image

## **SKILLS**

- knowledgeable on the use of Microsoft Office.
- Proficiency in the use of Illustrator, Canva .
- In-depth usage of search engines.
- Human Resource Management.(HRM)
- Highly motivated in areas of my interest.
- Ability for creative and critical thinking.
- Customer Relationship Management.(CRM)

## **HOBBIES**

Research and Analysis, Graphics Designing, Volunteering, Technology and Digital tools.

## **REFEREES**

- Pst. Peter Oladele - 07038615654
- Mr. Akinola - 07016140780