

## **FAITH OKWUOSE**

Dedicated and results-driven professional with experience in administrative support and non-profit management. Proven track record of providing exceptional organizational skills, ensuring seamless day-to-day operations and fostering strategic relationships. Recently appointed Secretary to the Paulina Edobor Foundation.

### **Professional Experience:**

#### **Secretary, Paulina Edobor Foundation** (December 20, 2023 - Present)

- Provide administrative support to the foundation's leadership and team members.
- Manage schedules, coordinate meetings and events.
- Develop and implement effective filing systems, both physical and digital.
- Ensure compliance with regulatory requirements and foundation policies.
- Facilitate communication between stakeholders, including donors, partners and beneficiaries.

### **Education:**

- B.S.C, Accounting (in- View), Benson Idahosa University 300 level Student.

### **Skills:**

- Administrative Management
- Non-Profit Operations
- Event Planning
- Communication & Interpersonal Skills
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Google Workspace (Docs, Sheets, Slides, Gmail)