

ELIZABETH ANDREW EYONG

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Professional Summary

Dynamic and results-driven tourism graduate with experience qualifications in administrative support, customer service, and travel planning. Proficient in managing office operations, providing exceptional customer care, and coordinating travel arrangements. Adept at working both in-office(onsite), hybrid, and remotely, demonstrating strong organizational and communication skills.



Skills

- Computer proficiency  Intermediate
- Staff assistance  Excellent
- Multitasking abilities  Excellent
- Communication skill  Excellent
- Strong analytical skills  Excellent



Work History

- **Freelance Travel Agent (Remote)**
Self Employed
 - Handle Local and International Flight and Hotel Reservations for Travellers
 - Organize travel arrangements
 - Manage, arrange, explain, and advise on travel itineraries according to client's preferences
 - Find optimum flights in GDS
 - Handle buying of tickets at best prices for travellers

2019-Till date

2023-2024

- Handle entire booking procedure to customer's satisfaction and after sale communication

Administrative Officer

Velox Prime Pharmacy, Calabar south, Cross River state.

- Managed administrative tasks including scheduling appointments, maintaining databases, and processing invoices.
- Customer service.
- Logistics and support.
- Vendor management.
- Process optimization and efficiency.

2022 - 2023

Personal Assistant / virtual Assistance (Remote)

J-Vision strategy and logistics, Abuja.

- Managed travel bookings and planning.
- Created customized travel itineraries for management.
- Assisted Managed hotel reservations.
- Destination knowledge.
- provided exceptional customer service throughout the travel booking process.

2020 - 2022

Social Media Manager (Remote)

Ink Global Giant Solution Ltd.

- Monitored and responded to community engagement across multiple social media platforms.
- Collaborated with cross-functional teams to align social media efforts with broader marketing goals.
- Conducted competitor analysis and social listening to identify trends and opportunities.
- Maintained brand voice and ensured consistency across all social channels.
- Managed customer inquiries, crisis management, and escalated issues to appropriate departments when needed.

2020

Enumerator

National Bureau of Statistics, Lagos (Contract staff).

- Collect statistical data.
- Preparing correspondence, documentation, and presentation materials.
- Participated in continuous improvement by generating suggestions.
- Engaged in problem-solving activities to support teamwork.
- Used critical thinking to evaluate and make decisions

2023



Education

BSc: Tourism

University of Calabar -Calabar



Professional Training & Certifications

- Certificate of completion- (in view, Dec 2025)
National Youth Service Corps
- Certificate of Completion - CABIN CREW AB - INITIO COURSE
EMB135/145Aviatrix Hub.
Aviation Training Institute.
- Certificate of participation – Event management.
Project Ayodele Academy.
- Certificate of Participation - Customer service.
Contacta Support Solution Limited.
- Certificate of Excellence – Customer Service.
Contacta Support Solution Limited.
- Certificate of Completion – Airline Insider-Reading Itineraries.
Mindtickle Careers
- Certificate of Completion – Independent Travel Manager.
Dreamport Management Limited.



Reference

Available upon request.