

# IGBE FAVOUR IHUOMA

Port Harcourt, Rivers State | 09028467007 | ihuomafavour094@gmail.com

---

## PROFESSIONAL SUMMARY

Organized and dependable professional with experience in administration, secretarial support, customer service, social media management and content creation. Strong communication skills, attention to detail and the ability to manage tasks efficiently in busy environments. Well suited for front desk, secretary and social media roles.

## WORK EXPERIENCE

### Eyeglasses.Ng

Content Creator / Social Media Manager | 2026

- Created and managed social media content to promote products and improve online engagement.
- Supported day-to-day social media activities and maintained a consistent brand presence.

### Shaw Express Logistics

Secretary | 2024 – 2025

- Handled administrative and secretarial duties and supported daily office operations.
- Communicated with clients and assisted with organizing information and records.

### Community Empowerment and Rural Development Initiatives

Assistant Secretary | 2020 – 2021

- Supported administrative activities, documentation and communication within the organization.
- Assisted the secretary with coordination and general office responsibilities.

## EDUCATION

### Rivers State University

B.Sc. | 2024

### Model Girls Secondary School

NECO | 2020

## SKILLS

- Microsoft Word & Excel
- Customer Service
- Communication
- Social Media Management

## REFERENCE

### Joy Adanma Igbe

08038708762