

CONTACT

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PROFESSIONAL SUMMARY

Highly organized and detail-oriented Administrative Professional with experience supporting office operations, customer service, document management, and business administration. Skilled in coordinating schedules, maintaining confidential records, handling correspondence, and providing administrative support in fast-paced environments. Strong communicator with excellent organizational and problem-solving abilities. Passionate about building a career in Human Resources and committed to supporting employee relations, recruitment coordination, and efficient workplace operations.

EXPERIENCE

HR Assistant | Aug 2025 – Mar 2026

P27Media

- Updated databases and maintained accurate employee and organizational records.
- Assisted with payroll documentation and timesheet administration where required.
- Maintained strict confidentiality when handling employee information and sensitive company data.
- Collaborated with different departments to ensure smooth administrative and operational workflows.

Administrative Officer | Nov 2024 – June 2025

JPL Fashion House

- Assisted with scheduling meetings and coordinating communications.
- Supported the preparation of reports and presentations.
- Responded to customer inquiries and maintained professional communication.
- Assisted in general office organization and workflow support.
- Supported customer service activities and followed up on client requests.

Administrative Assistant | Jan 2024 – Aug 2024

Olive Pure Enterprise

- Performed clerical duties including data entry and document filing
- Supported scheduling and administrative coordination
- Maintained organized records and updated office files
- Assisted in ensuring smooth daily office operations

SKILLS

- Human Resources Support
- Recruitment Coordination
- Employee Records Management
- Onboarding Support
- Interview Scheduling
- Office Administration
- Microsoft Office Suite
- Google Workspace
- Data Entry

EDUCATION

Diploma in IT Fundamentals

Tech Academy | Jun 2023 – Dec 2023

B.Sc. Computer Science

West African Université | Aug 2021 – Feb 2023

Diplôme de Français

Panafricain Université | Sep 2020 – May 2021