

PRINCESS EZINNE ANOPUEME

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PROFESSIONAL SUMMARY

Organized and dependable professional with experience supporting a brand owner as a Personal Assistant, alongside experience in social media management, customer communication, and hands-on business operations. Strong at keeping tasks organized, communicating clearly, following up on responsibilities, and working in fast-paced environments. Seeking a Personal Assistant role where I can provide reliable administrative and day-to-day support.

KEY SKILLS

Administrative and personal support	Task coordination and follow-up
Calendar and schedule support	Customer communication
Organization and time management	Written and verbal communication
Social media coordination	Confidentiality and discretion
Problem solving and multitasking	Working under pressure

PROFESSIONAL EXPERIENCE

Personal Assistant to Brand Owner — Fricana Skin

1 year

- Provided day-to-day support to the brand owner and helped keep personal and business-related tasks organized.
- Assisted with communication, follow-ups, scheduling, and routine responsibilities as required.
- Helped coordinate tasks and ensure important activities were completed on time.
- Handled information and responsibilities with discretion and professionalism.
- Supported smooth day-to-day operations in a busy brand environment.

Social Media Manager — El-Roi Media

8 months

- Managed social media content and supported day-to-day online communication.
- Planned and organized content ideas and maintained consistent posting activities.
- Communicated with audiences and supported engagement across social platforms.
- Created and adapted content with attention to brand voice and presentation.

Tailor / Fashion Assistant

1 year

- Worked with customers and supported clothing-related tasks from preparation to completion.
- Managed multiple tasks while paying attention to measurements, finishing, and customer requirements.
- Maintained organization and worked to meet agreed timelines.

EDUCATION

B.Sc. Biochemistry — Federal University of Technology, Owerri

2020 – 2025

ADDITIONAL INFORMATION

Portfolio: Instagram — beareroflight_ | TikTok — brownskinchristaingirl

References available on request.