

TABANSI JANE ONYINYECHI

■ 0703 526 6259 | ■ tabansijane50@gmail.com
■ Shomolu, Lagos, Nigeria

PROFESSIONAL SUMMARY

Creative and goal-driven Sales & Administrative Professional with experience in fashion retail, social media management, and brand design. Skilled in customer service, boutique management, and digital marketing, with a solid academic background in Business Administration (B.Sc., UNILAG). Known for excellent communication, problem-solving, and the ability to boost sales, engagement, and brand visibility. Seeking to contribute to a forward-thinking organization in sales, administration, or corporate communications.

CORE SKILLS

- Customer Engagement & Relationship Management
- Social Media Strategy & Digital Marketing
- Boutique Sales & Operations Management
- Branding, Graphics & Marketing Support
- Office Administration & Documentation
- Communication (English & Igbo), Teamwork & Problem-Solving

WORK EXPERIENCE

Sales Representative & Manager | House of Jojo, Lagos

- Attended to customers, providing expert product knowledge on boutique and indigenous wear.
- Persuaded customers to make purchases by highlighting product quality and uniqueness.
- Managed boutique operations in the absence of the owner, ensuring smooth workflows.
- Increased customer loyalty and repeat visits through personalized service.

Social Media Manager | Gbajumo Digitals

- Developed and executed social media strategies that boosted brand awareness and online presence.
- Created and curated engaging content, leading to significant growth in followers and engagement.
- Monitored analytics to optimize campaigns and improve audience reach.
- Collaborated with clients to align digital campaigns with business goals.

Graphic Designer | MKG Graphic Centre, Lagos

- Designed logos, layouts, and branding materials, enhancing client visibility.
- Managed multiple projects simultaneously under tight deadlines.
- Incorporated client feedback, achieving 95% satisfaction rate.
- Ensured consistent branding across all marketing outputs.

EDUCATION

Bachelor of Science (B.Sc.) in Business Administration
University of Lagos (UNILAG), Lagos | 2020 – 2024

Senior Secondary Certificate Examination (SSCE)
Herbert Macaulay Girls Senior High School, Lagos | 2019

PERSONAL ATTRIBUTES

- Self-motivated and reliable
- Excellent communication and interpersonal skills
- Strong problem-solving ability
- Works effectively independently or in a team

REFERENCES

Available on request