

Thomson Iretomiwa Esther

Lagos, Nigeria.

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OBJECTIVE

I am driven by passion and my skills in making sure that I always give the best in every task I am given. I focus on being result-oriented and set to achieve the best in any organization I work with for the organization to be successful.

EDUCATION

Primary School 2002 -2009
Fortuneland School

- Graduated from Primary school

Secondary School 2010 - 2016
Faith Foundation Model College

- Graduated Secondary school

BSc. Mass Communication 2017 - 2021
Redeemers University

- Specialized in Journalism, Broadcasting, Print media, Advertising and Public Relations.
- Graduated from University.

WORK EXPERIENCE

Business Development March 2025 - April 2026
Manager

All About Drugs Pharmacy

- Coordinated internal communications, staff meetings, and project tracking to maintain operational efficiency.
- Liaised with vendors, suppliers, and regulatory bodies to support compliance and procurement operations.
- Assisted in inventory monitoring and stock control, working closely with the pharmacy team to prevent shortages.
- Played a pivotal role in organizing records, maintaining documentation, and ensuring compliance with pharmaceutical regulations.

Executive Assistant February 2025 - April 2026
Harbor of Knowledge International School

- Provided comprehensive administrative and executive support to the Managing Director
- Handling day-to-day tasks with discretion and efficiency.
- Scheduled and coordinated meetings, appointments, and internal communications.

- Prepared reports, maintained confidential staff files, and organized digital and physical records.
- Managed payroll and attendance for all staff, ensuring accuracy and confidentiality.
- Supervised junior staff and ensured smooth daily operations across departments.
- Acted as liaison between the MD and team members, vendors, and external partners.
- Supported task execution, project follow-up, and issue resolution, often working independently.

Administrative Secretary

2020 - Present

Elijah Thomson Caring Heart Foundation

- Scheduled important meeting for the purpose of events Organizing and distributing messages and report for the company Preformed all secretarial duties
- Maintained customers records
- Liaising with relevant and related organizations

Fashion Designer

2021 - 2022

Amak Kreation

- Sketched designs of clothing and accessories

Marketer

2019 - 2020

New Telegraph Newspaper

- Recorded presentation
- Covered newsworthy events
- News gathering
- Developed strategic marketing plans
- Made promotion and awareness on the newspapers services

Fashion Designer

2015 - 2016

Samisaes Exquisites

- Styled and designed outfit for clients.
- Gave good customer service.
- Made use of design templates and patterns. Constructed designs similar to clients specifications.

CERTIFICATION

- NEW HORIZON

ACHIEVEMENT

- Had two of my articles published on Nigeria Tribune and Daily Sun in April 2021 respectively

SKILLS

- Proficient with computer operations and MS Office Excellent time management skills
- Excellent written and oral communication skills
- Good command over written and oral communication Voice over Artist
- Problem solving
- Highly creative
- Diplomatic and negotiation skills
- Organizing and planning skills
- Multitasking and interpersonal skills
- Self-motivated and proactive
- Ability to carry out functions with or without supervision

LANGUAGE

- English
- Yoruba

RESEARCH

**Thomson, I.E. 2021: PUBLIC PERCEPTION OF CREDIBILITY OF SOCIAL MEDIA
REPORTAGE OF LEKKI TOLL GATE SHOOTING 2020**

OTHER ACTIVITIES

- Singing
- Traveling
- Acting

REFERENCE

Available on Request