

# ELIZABETH I. SATOYE

E: [éisatoye@gmail.com](mailto:éisatoye@gmail.com) M: +2348103775607 • Abuja, Nigeria

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[LinkedIn Profile](#)

## PROFESSIONAL SUMMARY

Highly organized, self-motivated, and results-oriented professional with 3-5 years of experience in the administrative field. Proficient in driving operational excellence, fostering cross-functional collaboration, and implementing efficient office processes. A strategic thinker with a demonstrated ability to optimize workflows, manage complex logistics, and support senior leadership through effective communication and organizational skills.

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## WORK EXPERIENCE

### Office Manager

*Griot Studios Limited*

**06/2022 - Present**

*Abuja, Nigeria*

- Influence a highly praised and detailed up-to-date record of expenses, inventories, assets, documents, and supplies.
- Seamlessly coordinate and improve office operations and ensure timely relay of reports, messages, and tasks.
- Collaborate with peers to efficiently coordinate events, travels, and other logistics with more than 75% turn-out.
- Supervise, manage invoices, inventory, and collaborate on administrative responsibilities that create a positive response to work and in carrying out assigned duties.
- Contribute to governing policies, onboarding, and offboarding process.
- Point of contact for other departments, vendors, and clients.

### Virtual Assistant/Dispatcher

*KEZI Consulting LLC*

**12/2021 - 03/2022**

*Maryland, US*

- Proactively managed the president's dynamic schedule, balancing conflicting priorities and ensuring timely completion of appointments, travel plans, and critical tasks.
- Coordinated virtual meetings, provided detailed minutes, and followed up on action items, improving overall team responsiveness and operational clarity.
- Organized sensitive client and company information, enhancing data security and optimizing document management for better access and compliance.
- Introduced innovative software solutions for communication and record management, resulting in a 30% boost in operational efficiency and compliance with safety protocols.

### Customer Relations Officer

*Living Hope Adult Care*

**05/2020 - 10/2022**

*Abuja, Nigeria*

- Managed an average of 100+ customer base regarding records, appointment bookings, and cancellations.
- Handled calls, inquiries, bookings and appointments, facility information, and messages in a timely and confidential manner.
- Identified problems, provided note-worthy means to resolve customer issues and complaints, and escalated when necessary.
- Oversaw CEO'S schedules and appointments, Volunteered on weekends for client's care.

## **Executive Assistant**

**04/2019 - 05/2022**

*Leadway Technologies Limited*

*Abuja, Nigeria*

- Optimized executive workflows by expertly managing the CEO's schedule, correspondence, and travel plans, leading to more streamlined operations and enhanced time management.
  - Consistently delivered accurate, timely reports and meeting notes, ensuring key stakeholders were kept informed and aligned on critical initiatives.
  - Managed confidential files and communications with discretion, contributing to a 100% compliance rate with data protection policies.
  - Led the coordination of domestic and international travel, ensuring seamless logistical arrangements that supported executive-level engagements.
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## **EDUCATION**

### **Masters in Sustainable Development Practice**

**04/2019 - 10/2021**

*University of Ibadan*

*Ibadan, Nigeria*

### **Bachelor of Arts in Linguistics**

**06/2014 - 02/2018**

*University of Ibadan*

*Ibadan, Nigeria*

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## **SKILLS**

- Organization • Project management • Multitasking • Time management • Event management • Microsoft Office Suite • Google Workspace • Slack • Asana • Communication • Teamwork • Detail-oriented • Willingness to learn • Confidentiality • Empathy • Active listening • Flexibility • Proactiveness • Reliability • Prioritization • Budgeting
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## **CONFERENCES / COURSES**

Effective Communication, Teamwork, Task and Time Management

09/2023

ALX Virtual Assistant Training

09/2022 - 11/2022

Effective communication Amongst Internal and External Customers

09/2022

Building and sustaining strategic partnerships for the achievement of SDGs

07/2019

**INTERESTS** • Writing • Sport • Exploring • Volunteering • Meeting new people • Novels • Music