

ELIZABETH OLUFUNMILAYO OKE

Atanda Street, Oluyole Estate, Ring Road, Ibadan, Oyo State.
+2348061128051, bettiequeen02@gmail.com

CAREER SUMMARY

A graduate of English and Literary Studies at the University of Ibadan with a passion for journalism, marketing and administration, and a hands-on experience working with a team of radio presenters and studio manager in performing script writing, voicing and logistic functions for the smooth running of designed programmes. Committed to acquiring skills needed to thrive in a workplace and seeking a challenging developmental position within an organization that supports career growth.

SKILLS

- Possess excellent written and verbal communication skills
- Proficient in use of Microsoft Office Packages
- Possess good marketing skills
- Possess excellent analytical and problem-solving skills
- Possess strong social and interpersonal relationship skills
- Possess excellent organizational and multitasking skills

WORK EXPERIENCE

SEPTEMBER 2022 – CURRENT

ADMINISTRATIVE HEAD / ADMISSION OFFICER

BAOHUB CONSULTS

- Manage office supplies stock and place orders.
- Organize a filing system for important and confidential company documents.
- Update office policies as needed.
- Maintain and update company databases.

JUNE 2022 – SEPTEMBER

RETAIL EXECUTIVE/ FINANCIAL ANALYST MUTUAL BENEFIT LIFE ASSURANCE LTD.

- Contact potential clients and create rapport by networking, cold calling, using referrals.
- Appraise the wishes and demands of business or individual customers and sell the suitable protection plans.
- Collect information from clients on their risk profiles in order to offer them the proper solution.
- Retain continuous awareness of transactions, sales and terms and keep relative records.
- Check insurance claims to solidify trust and safeguard reputation.
- Frequently replenish job-specific knowledge and apply it on the field.

APRIL 2022 – JUNE 2022

CONTENT CREATOR AND PRODUCTION STAFF

THE DEXTERITY GROUP, SATVIEW NETWORK, IBADAN

- Research topics and background information for items to be featured on the programme.
- Plan and rehearse shows.
- Read top of the hour news in Yoruba.
- Create and edit contents for the organization.

JULY 2021 – MARCH 2022

NEWS AND CURRENT AFFAIRS EDITOR

SPLASH FM (106.7), ABEOKUTA

- Professional news editor- Prepare, edit, develop and provide stories.
- Interviewing and building a rapport with sources to bring out the key facts in a story.
- Reported on a wide variety of topics.
- News caster, featured on the “News Splash”.
- Writing up all stories allocated by the news desk promptly and effectively.
- Conducted research for the smooth running of the department.
- Accurately recorded interviews to ensure material is available for write up.

JAN. 2021 - MAY 2021

PRODUCTION INTERN

PETALS FM (102.3), IBADAN

- Presented live programmes on "Ara Xtra"(a Yoruba entertainment show), "Kajola" music chit chat and "Ere Theatre" Radio drama, all of which gain wide coverage and participation from listeners in Oyo State and its neighbouring states.
- Participated in guest interview transcriptions.
- Performed a reporter's duty including going out to cover events and coordinating interviews for dignitaries, high profiled members of the society and eyewitnesses.
- Worked with the studio manager at the live studio to ensure the smooth running of any program.

AUG. 2020 – JAN. 2021

PRODUCTION AND PROGRAMME INTERN

FEDERAL RADIO CORPORATION OF NIGERIA (Amuludun 99.1 fm), Ibadan

- Drafted and edited scripts for radio presentation.
- Voiced jingles and scripts (Voice Overs).
- Presented live programmes on the “Jenwitemi”, “Delebare” and “Olomori” segments.
- Coordinated Vox-Pop by seeking public opinions on issues through live interviews.
- Worked with the studio manager at the recording studio to record and edit voices and content.
- Co-anchored a live programme on “Bosenlo” (a hybrid programme).

EDUCATION

2016 - 2020

Bachelor of Arts (B.A.), English

Second Class (Upper Division)

UNIVERSITY OF IBADAN