

Emma W. Finoh

Coffee Farm, Caldwell District 15, Montserrado County, Monrovia, Liberia

Phone: +231 773072739 / +231 555414111

Email: emmawisdom530@gmail.com | emmawise433@gmail.com

Professional Summary

Detail-oriented administrative and data entry professional with expertise in **management, IT proficiency, problem-solving, and customer service**. Adept at handling high-volume data processing, ensuring accuracy, and optimizing workflow through technology. Strong organizational and analytical skills with a commitment to efficiency in administrative tasks and record management.

Experience:

Administrative Assistant

City of Glory International School System | Sep 2022 - Jul 2023

- Managed daily office operations, ensuring accurate documentation and efficient workflow.
- Performed **data entry tasks**, maintaining organized records using Microsoft Office (Word, Excel, PowerPoint).
- Strengthened communication channels between supervisors for seamless collaboration.

English Instructor

City of Glory International School System | Sep 2021 - Jul 2023

- Delivered structured English lessons, improving comprehension and academic performance.
- Developed creative teaching materials tailored to diverse learning needs.
- Maintained student engagement through interactive teaching techniques.

Sales Assistant

Anita B. Gray Business Center | Jun 2021 - Oct 2024

- Provided exceptional customer service while maintaining inventory records.
- Applied IT tools for **data entry, stock management, and financial tracking**.
- Assisted in product promotion strategies, contributing to business growth.

Education:

Bachelor of Science in Biochemistry (Ongoing)

African Methodist Episcopal University | 2023 – Present

High School Diploma

St. Edward Catholic School | Graduated: 2022

Key Skills

- **Data Entry & Accuracy:** Skilled in inputting, processing, and maintaining error-free records.
- **Database Management:** Experienced in organizing and updating data using spreadsheets and software tools.
- **Administrative Expertise:** Proficient in handling office operations, scheduling, and document management.
- **IT & Digital Skills:** Advanced knowledge of Microsoft Office Suite (Word, Excel, PowerPoint).
- **Customer Service & Business Development:** Strong interpersonal skills for client interactions and sales optimization.
- **Problem-Solving & Analytical Thinking:** Ability to resolve challenges efficiently while maintaining accuracy.
- **Communication & Interpersonal Skills:** Excellent verbal and written communication for professional collaboration.
- **Multitasking & Adaptability:** Flexible in fast-paced environments while ensuring efficiency.

References

Available upon request.
