

Joyce Odera

Corporate Communications
Senior Executive

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Languages

English

French

About

BRANDS WORKED WITH

Imaginarium Creative Global

M.E Aircons

SevicPDC

United Nations Office for West Africa and the Sahel (UNOWAS)

Webkraft, LLC

Experience

● Administrative Assistant

United Nations Office for West Africa and the Sahel (UNOWAS) | Jul 2021 - Now

- Assists in the preparation and development of work programmes and budgets.
- Collects data for relevant databases and prepares administrative reports.
- Reviews and assists in finalizing cost estimates and budgets for mission-held events.
- Identifies and reports issues as they arise and proffers appropriate actions when required.
- Coordinates regularly with service units and liaises with internal team members and outstations as needed.
- Assists manager in the elaboration of resource requirements for budget submissions.
- Schedule high-stakes external meetings with government agencies, embassies and other UN agencies.
- Performs general administrative duties as they arise, covering logistics, procurement, and human resource management.
- Liaise with external service providers, vendors, and UN regional agencies to obtain administrative and procurement information as required.

● Copywriter and Product Researcher

Imaginarium Creative Global | Sep 2019 - Feb 2021

- Craft clear, original, compelling copy ideas/messages/scripts and present these internally and externally to clients.
- Research to conceptualize ideas, develop brand elements and assist in other aspects of the creative process to create a cohesive, accurate content and brand image.
- Collaborate with marketing, digital, creative and business leaders to understand the business objectives, product features and benefits that drive content strategy.

● Content Writer and Business Development Executive

SevicPDC | Feb 2018 - Aug 2019

- Conduct social or economic surveys on the local real estate market to assess development potential and future trends to formulate real estate business strategies.
 - Review and evaluate the real estate development patterns to create relevant content through blog posts, videos, e-books, infographics, whiteboard animations, live videos and presentation slides.
- Award Won Best Staff of the Year for 2018 thanks to a track record of consistently delivering well executed projects.

INTERNSHIPS

● Marketing Intern

M.E Aircons | Sep 2017 - May 2018

- I conducted market research and analysis to identify sales and marketing opportunities.
- I developed strategic relationships across the construction industry, targeting architects, mechanical consultants, mechanical engineers and contractors.

- **Corporate Communications Intern**

Webkraft, LLC | Aug 2017 - Jan 2018

- I managed an extensive database containing sensitive information.
- Scheduled training seminars and interfaced with trainees via Skype, emails and phone calls.

Achievement I curated meaningful social media content, increasing social media interactions by up to 40% .

Education & Training

2012 - 2016 ● **Caritas University**

Bachelor of Science,

2010 - 2012 ● **Saint Albert's Comprehensive College**

Certificate of Education,

2005 - 2010 ● **Saint Albert's Comprehensive College**

Certificate of Education,