Emeso Mabel Momoh

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# Career Objective

Aspiring Product Manager with a background in engineering, data analysis, and project coordination. Passionate about solving real-world problems by building efficient systems and delivering user-centered solutions. Eager to contribute to product development through research, data interpretation, cross-functional collaboration, and continuous iteration.

# Experience

## Administrative Assistant & Data Analyst

Radiance Schools – Lagos | Jul 2024 – Present

- Managed end-to-end student data processes, ensuring clean records and compliance — mirroring CRM/data infrastructure work  
- Collected and analyzed academic data to identify trends, contributing to internal decision-making  
- Provided cross-team support across scheduling, logistics, and office coordination — enabling smooth internal operations

## Project Management & Maintenance Intern

Guinness Brewery – Benin City | Jan 2022 – Jun 2022

- Assisted in lifecycle tracking of multiple engineering projects, using documentation to ensure timely delivery and traceability  
- Performed routine checks and maintenance — improving process reliability on the production floor  
- Used project tracking tools to support reporting and communication with technical and non-technical stakeholders

## Social Media Manager (Freelance)

Remote | Mar 2020 – Jan 2021

- Developed and executed content strategy that boosted audience engagement by 70%  
- Applied user insight to grow follower base — learning to align messaging with audience needs  
- Practiced product thinking by iterating on content formats and messaging based on performance metrics

# Education

B.Eng. Mechanical Engineering

University of Benin | Jan 2018 – Sep 2023

# Skills & Tools

- Product Management: Product Lifecycle, Requirements Tracking, Stakeholder Communication  
- Analysis: Excel, Google Sheets, SPSS, Data Collection & Reporting  
- Project Tools: Microsoft Office Suite, Google Workspace  
- Soft Skills: Critical Thinking, Organization, Adaptability, Communication, Time Management