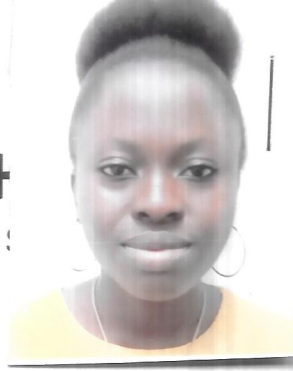


TAMUNOTONYE GLADYS JEREMIAH

Behind Federal Housing Estate, New Road Borokiri, Port-Harcourt, Rivers !
08174625052, 08078566361/jeremiahgladys100@gmail.com



CAREER OBJECTIVE

Certified Marketing Management Professional and Customer Service Professional seeking an opportunity to use my customer service and management skills to improve customer satisfaction, growth and development of the organization as I ensure that available resources are prudently deployed to achieve the stated organisation goal.

WORK EXPERIENCE

Government Unity Secondary School

27th of march, 2019- 5th of March, 2020.

- Economic Teacher as a Corp member(NYSC).
- Taught the senior classes economic
- I was the class mistress of one of the junior classes and performed other administrative duties assigned to me.

Port Harcourt Refinery company, Alesa -Eleme.

Oct. 2016- Jan. 2020.

- Physical Stock Taken(PST)

I daily took stock of over thousands of materials and equipment and recorded very few error.

- Port Harcourt Refinery Company, Alesa-eleme.

Feb. 2016- Sep. 2016.

Industrial Training(IT)

- I received, recorded, dispatched and file documents on daily basis.

EDUCATION

- Kenule Benson Saro-Wiwa Polytechnic, Bori.

2018.

Higher National Diploma in Marketing

Sales Force Motivation and sales force performance in an organization (a case study of the Nigerian bottling company)- unpublished research work.

- Senior Secondary School Certificate.

2012.

Okrika National Secondary School, Okrika.

PROFESSIONAL CERTIFICATIONS

- Customer Service and Human Resources Management.

2020

Chartered Institute of Customer Service and Human Resource Management.

- Health Safety and Environmental Management (HSE 1,2,3).

2019

Pan-atlantics College of Health Safety and Environmental Management.

- Certified Marketing Management Professional:

2019

Chartered Institute of Marketing Management, Ghana.

LEADERSHIP EXPERIENCE

Programme Coordinator, RCCG Lord's House parish , Ringim, Jigawa State.

- Managed and coordinated the entire workforce and activities within the body.

Financial secretary/ Treasurer, NCCF Ringim, Jigawa State.

- Together with sub-coordinator opened an account for the organisation.
- Together with other executive members purchased equipment's for the organization.
- Together with other executive members, we ensured a smooth relationship between the organization and the neighboring churches.

- Together with other executive members, ensured adequate welfare of Jesus corp members in Ringim through proper Decision making and strategic actions.
- Before the end of my tenure I ensured the money handed over to me was doubled through well informed and strategic actions.

Financial secretary, EFACSM Bori, Rivers State

- I revived the fellowship account with the help of my president and past executive in my tenure.
- Together with other executive members created a formal and official structure for the organization although was not completed before we graduated.

General Secretary, St. John's C.A.C Choir, Gream-Ama, Okrika, Rivers State

- Managed and coordinated the activities of the organization with other executive members.

ACHIEVEMENTS AND AWARDS

- An award of Academic Excellence, St. John's C.A.C choir, Okrika.
- An award of Academic Excellence, St. John's Cath. Youth Fellowship, Okrika.
- Certificate of Merit, Government Unity Secondary School, Ringim, Jigawa State.
- Certificate of Service, Nigeria Christian Corper's Fellowship, Jigawa State Chapter.
- Certificate of Stewardship, RCCG Lord's House Parish, Ringim, Jigawa State.
- Certificate of Commendation was awarded to me by The Evangelical Fellowship in the Anglican Communion (EFAC) Student Ministry, when I served as the group financial secretary.

SKILLS AND ABILITIES

- Ability to work effectively under pressure and tight reporting schedule.
- Effective management and human resources skill.
- Self-motivated and Target oriented.
- Good communication skills.
- High degree of creativity and innovative was.
- Microsoft suits: MS Word, MS Excel, Power point

EXTRA-CURRICULUM ACTIVITIES

- Fashion designing
- Volunteering and community service

HOBBIES

Reading, learning new things, engaging in intelligent conversation, cooking and singing.

REFEREES

Available on request.