

**OGODO**

**JEPHTHAH**

CONTACTS

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PROFILE

Hardworking graduate actively seeking employment. Ready to utilize my skills and passion to further the mission of a company. Adept in general administrative work, problem solving, planning and optimal assistance. Bringing forth a positive attitude and the willingness and motivation to learn new skills.

EMPLOYMENT history

* **Warri Refining and Petrochemical Company**

Volunteer Internship /Planning and Budget Monitoring Warri, Nigeria

 2016-07-01 / 2016-12-01

* Acted as a Secretary to the Manager of the Department
* Distributed proposals from the Planning department to other departments of the company.
* Entered budget values into the computer using Excel spreadsheet and worked it to see if it complies
* Photocopied various documents using the photocopy machine in the office.
* **World Health Organization**

Volunteer, Internship/Enhanced Immunization Monitor

Shendam LGA, Plateau State, Nigeria

2019-08-01 / 2019-12-01

* Supervised the on-field workers to see if
1. The vaccine used is still active
2. They immunize children of the age group the vaccine is meant for
3. They cover the territories marked for that day
4. The immunization processes are followed.
5. Visited the residents of the territory worked to inquire if immunization took place there, checking the proof of immunization (house number, immunization cards, marked finger of an immunized child).
6. Entered a record based on findings in the field.
7. Defended the record before the state and local government focal
8. Submitted the record
* **Ecwa Bingham College**

Senior Level/ Teacher

Shendam LGA, Plateau State, Nigeria

2019-07-01 / 2019-10-01

* Taught Mathematics (which includes preparing for classes and writing of lesson notes) at the senior level of the college.
* Gave and marked several assignments.
* Attended all staffs meetings

EDUCATION

* **Federal University of Petroleum Resources**

Degree / B.Sc (Mathematics)

March 2013- Octber 2017

Studied many Courses in Mathematics such as Algebra, Calculus, Statistics, Geometry, Real and Complex Analysis, Time series and many more.

* **Final Touch Secondary School**

High school (S.S.C.E) O’ Level

September 2006 - June 2012

Gained basic knowledge on subjects such as Mathematics, English Language, Physics, Chemistry Biology and many more.

JOB SKILLS

Hardworking Motivated Attitude

Office Technology Skills Effective Time Management

Innovative Problem Solving Administrative Support Skills

Budgeting and Forecasting Interpersonal Communication Skills

LANGUAGES

English Isoko

REFERENCES

**EFE EYEFIA** from Federal University of Petroleum Resources

efeeyefia@gmail.com

GEORGE AMATU from WRPC

**08033522154**