|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Okwoli Caleb

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |
| --- | --- |
|  | Lagos, Lagos  |

|  |  |
| --- | --- |
|  | 08142303043  |

|  |  |
| --- | --- |
|  | ilebaiyecaleb@gmail.com |

 |  |

 |  |

To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

|  |  |
| --- | --- |
|  | **Skills** |

Self-motivated professional 

Excellent

Computer proficiency 

Very Good

Adaptability 

Excellent

Good listening skills 

Excellent

Computer skills 

Very Good

Teamwork 

Excellent

Group and individual instruction 

Excellent

Troubleshooting 

Excellent

Technical Analysis 

Very Good

Testing 

Excellent

Cabling 

Excellent

Preventive maintenance 

Excellent

Hardware and Software Installation 

Excellent

Interpersonal 

Excellent

|  |  |
| --- | --- |
|  | **Work History** |

|  |  |
| --- | --- |
| 2020-12 - 2021-09 | **Technical Education Teacher** *Local Government Industrial Unit, Eleme, Rivers** Tested and evaluated student progress to determine effectiveness and impact of teaching methods, materials and projects.
* Trained and developed students' skills in word-processing, spreadsheet and database programs.
* Attended professional development technology courses to increase knowledge base and learn new information.
* Taught correct hand placement for typing and basic computer skills.
* Managed and maintained computer systems, equipment and mobile devices by troubleshooting hardware and software issues, cleaning out keyboards and wiping down computer surfaces.
* Used fair and equitable approaches when grading assignments and evaluating build projects.
* Helped individuals develop life skills, improve knowledge and enhance vocational skills.
 |

|  |  |
| --- | --- |
| 2017-01 - 2019-03 | **Internship Student** *Arit Of Africa, Yaba, Lagos** Completed range of simultaneous job tasks to support professor's academic, research and operational needs.
* Communicated effectively with faculty and staff and accepted critiques and suggestions for areas of improvement.
* Helped with administrative support by managing incoming calls, coordinating files and sorting mail.
* Reported back to instructor to receive day-to-day tasks and responsibilities.
* Worked on projects using knowledge gained in classes to put together recommendations for issues.
* Analyzed problems, identified solutions and made decisions.
* Maintained organized inventory by checking stock to determine supply levels, expediting orders and delivering materials to work stations.
* Collaborated in professional team to solve workflow issues.
 |

|  |  |
| --- | --- |
| 2013-07 - 2014-08 | **Sales Representative** *Two Jay System, Lagos, Lagos** Met with existing customers and prospects to discuss business needs and recommend optimal solutions.
* Developed and delivered engaging sales presentations to convey product benefits.
* Expanded customer base and boosted profit within product line.
* Retained excellent client satisfaction ratings through outstanding service delivery.
* Minimized process lags through strategic sourcing and customer expectation management.
* Implemented brand marketing and sales campaigns.
* Surpassed sales objectives several consecutive years by cultivating productive client partnerships.
* Exceeded goals for new accounts in single sales cycle.
* Increased sales by offering advice on purchases and promoting additional products.
 |

|  |  |
| --- | --- |
|  | **Education** |

|  |  |
| --- | --- |
| 2015-01 - 2016-12 | National Diploma Of Electrical Electronics Enginee: Electrical Electronics Engineering *Federal Polytechnic Idah - Kogi State* |

|  |  |
| --- | --- |
| 2018-01 - 2019-12 | Higher National Diploma Of Electrical Electronics : Electrical Electronics Engineering *Federal Polytechnic Idah - Kogi State* |

|  |  |
| --- | --- |
|  | **Certifications** |

|  |  |
| --- | --- |
| 2021-05 | EHS - Environmental Health and Safety Professional |

|  |  |
| --- | --- |
| 2021-04 | Project management professional |