**CHUKWUMA GOODNESS C.**

No 5, Adamo street, behind Hopeland schools, Ikorodu, Lagos State.

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**PROFESSIONAL OBJECTIVE:**

To be successful in my chosen career by being a proactive individual who works towards achieving organizational goals and objectives which will enable me become a leading specialist with super, conceptual, logical and human relation skills necessary for the delivery of value added judicial, personalized client services.

**SKILLS AND ABILITIES**

* Professional customer service and Secretarial Support
* Reporting and presentation
* Human Capital Development
* Creative problem solving and Analytical reasoning
* Computer: Microsoft Office Suite applications and CorelDraw
* Action-oriented and result-focused.
* Excellent oral & written communication skills.
* Sound interpersonal skills

**WORK EXPERIENCE**

**Volunteer (Admininistrator** June 2019 – Till date

**Oriental Trust Foundation**

. Taking memos and maintaining files.

. In charge of internal and external correspondence

. Volunteers management

. In charge of donors engagement

. Managing and circulating of information within an office.

**Financial Sales Executive** April 2018 – Feb 2019

**Prudential Zenith Life** – Ikorodu, Lagos

* Identified business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.
* Sold products by establishing contact and developing relationships with prospects; recommending solutions.
* Maintained relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
* Identified product improvements or new products by remaining current on industry trends, market activities, and competitors.
* Liaised with the underwriting team to ensure prompt delivery of policy documents.
* Assited with processing of claims and benefits from the company.

 **Logistic Head/ HR Manager** Nov 2017 - Feb 2018

**Atlas Initiative – Yaba, Lagos**

* Supported in assigning of responsibilities the right people for special events and also coordination of team of volunteers for large scale actions
* Supported in dissemination of information for upcoming actions and events
* Ensured the purpose of the organization and its actions are clearly communicated
* Effectively used the performance management system for the establishment of clear measurable objectives
* Managed and oversee all day to day office management issues to ensure smooth running of the organization
* Developed and managed plans for office seating to ensure that all staff are suitably accommodated
* Liaised with other departments on tender processes for contractors and support services including travel
* Developed, managed and oversee effective relationships with service providers ensuring transparency
* Carried out a monthly maintenance and health and safety check
* Oversee the management of all travels, business visas, and accommodation for visitors and staffs on official
* Ensured that travel was on schedule and cost effective and that visit to country programs occur with a minimum of disruption and downtime
* Ensured that meetings and conferences were effectively managed, ensuring value for money and transparency in all processes.

**Class Tutor (NYSC)** Nov. 2016 – Nov. 2017

**David Standard School - Ewu Urhobo, Delta State**

* Observed, monitored, and recorded student’s behaviour and academic performance
* Developed and implemented plans using various teaching strategies and methods
* Evaluated the learning progress of students on a regular basis
* Established and maintained positive relationship with students and staffs Maintained a clean and conducive learning environment

**International Citizens Service Volunteer** June 2016 - Nov. 2016

**Voluntary Service Overseas (VSO) – Abuja, Nigeria**

* Established excellent interpersonal relationships with clients Assessed, recruited, scheduled, and communicated with International Citizen Service Volunteers
* Facilitated sessions on various global topics and also coordinated group activities aimed at improving team work and collaboration skills of volunteers
* Planned and implemented a 2-week training for volunteers on various cross cultural and active citizenship topics
* Coordinated all logistical arrangements and also acted as First Aid Personnel during the period of training for volunteers.
* Worked in a cross cultural team with other volunteers and under the supervision of team leaders to plan and implement various community engagement projects.
* Facilitated the learning of 21st century skills such as communication, collaboration, and leadership skills in Inclusive Neighbourhood Spaces for young children through various creative methods and activities.
* Participated directly in the design, planning and implementation of community engagement activities and events over the course of 3 months.
* Planned and delivered a community action day on the effects and dangers of teenage pregnancy among community member.

**General Secretary Oct** 2014- Sept 2015

**Entrepreneurship Action through Us (ENACTUS) -** AAUA

* Prepared and organized paperwork and other materials as needed for meetings
* Composed, typed, and distributed meeting agendas and minutes
* Managed all team meeting proceedings and ensured proper documentation of same
* Appropriately assigned tasks to the various head of departments of the organization
* Produced reports detailing all activities carried out within specified time frames

**EDUCATION**

**Adult and Human Development Education (B.Ed)** 2011 - 2015 Adekunle Ajasin University, Akungba-Akoko, Ond**o State**

**Senior Secondary School Certificate (WASSCE)** 2003 - 2008 Baptist Comprehensive High School, Ado-Ekiti, Ekiti State

**First School Leaving Certificate (FSLC)** 1996 - 2002

Supreme International Nursery & Primary School, Ado-Ekiti, Ekiti State

**PROFESSIONAL CERTIFICATION**

Certificate of Proficiency (TRUSTCO RES. LTD). April 2013

Certificate of Achievement (VSO, ICS). June 2016

Bancassurance certification (CIFM, NAICOM). May 2018

Certificate of Achievements (Philanthropyu, BerkeleyHass, Fhi360). Oct. 2019-Dec.2019

**ADDITIONAL INFORMATION**

**Languages:** English, Yoruba and Igbo (Native Tongue)

**Sex:** Female