

# PRINCESS JOSEPH SHALLOM

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## Personal Statement

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Pragmatic, meticulous and goal-driven with experience supporting the CEO with everything from scheduling, organization, and prioritization of activities to Customer Relationship Management. Maintaining a track record of proper organization and time management and improving service delivery by 5% within my first month. Possessing strong report writing, interpersonal skills and highly proficient in Microsoft Office Applications.

## Skills & Competencies

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- Time Management
- Strong Communication Skills
- Excellent Interpersonal Skills
- Microsoft Office Suites.
- Adaptability and flexibility
- Conflict Management

## Professional Experience

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### Catering/Executive Assistant | Apr 2022 - Present

Priceless Foods, Police Training School, Ikeja

- Supervising staff performance of basic food preparation tasks and proper maintenance of work environment hygiene and cleanliness.
- Organization and Prioritization of activities to ensure prompt service delivery. Improved service delivery by 5% within the first month.
- Inventory and stock taking duties such as ordering of new supplies and ingredients.

### History Teacher | Jan 2021 - July 2021

Great Golden Prince and Princess College, Abeokuta.

- Planned and implemented lesson plans in the areas of Nigerian History and Economics.
- Fostered a classroom environment conducive for learning and promoted excellent student/teacher partnerships.
- Organized activities that included computers, group interaction, and hands-on projects while getting students to write about important cultural events from the past.

### **Corper's Welfare Director | June 2019 - May 2020**

35 Artillery Brigade, Ogun State

- Planned and oversaw the welfare of Corp members and military personnel.
- Co-ordinated logistics efforts and collaborated with executives in organizing seminars and meetings with Corp members.
- Identified and submitted more than 5 situation reports that aided the executive in meeting the needs of Corp members.

### **Data Entry Officer | September 2018 - April 2019**

Medical and Health Workers Cooperative Society, Federal Medical Centre, Lokoja.

- Improved data entry accuracy by 60%, introducing a "read through" system which ensured the precision of each entry.
- Combined and rearranged data from 10 source documents within a record time of 1 hour.
- Worked effectively with team members to execute projects according to management policy.

## **Education**

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### **B.A History and International Studies | 2019**

**Second Class Upper**

**3.96 CGPA**

Federal University Lokoja, Lokoja.

### **Secondary School Certificate Examination | 2012**

ECWA Secondary School, Lokoja.

## **Certification**

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### **Project Management | 2022**

Udemy Online School

### **Accelerated Soft Skills | 2022**

Jobberman

### **Ultimate Microsoft Office | 2022**

Udemy Online School

## **Interests**

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- People or Community Service
- Researching and analyzing historical data
- Confectionaries and Catering Services

## References

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Available on request