

Anyanwu Faith Chidubem

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Chike street, Mgbouba, Port Harcourt
Port Harcourt, Rivers State

Summary

Industrious and creative professional matched with years of working experience, innovative mind and a unique approach to work. Actively seeking a challenging and exciting job role in an organization that cares about workers welfare training and promotes opportunities for career growth and development

Education

Rivers State University of Science and Technology

Agricultural and Applied Economics and Extension • Port Harcourt , Rivers State
Bsc.

06/2018

Rosystems International Secondary School

• Port Harcourt, Rivers State

06/2011

Skills

- Team Player
- Information Management
- Experience in a high volume, high stress work environment
- Excellent written and Communication skills
- Energetic and organized

Experience

Hulchina Business Centre

Computer Operator and Sales Personnel • Port Harcourt, Rivers State

05/2011 - 07/2012

Keeping business environment clean and serene for customers.

Making sure all jobs were done before deadline given

Taking inventory and balancing records was always a major accomplishment

All faults on electrical appliances were curly reported to the organization and followed through until fixed

Godspeed Model School

Class Teacher and Personal Assistant • Port Harcourt, Rivers

07/2013 - 09/2018

Preparing lesson notes, lesson plans for designated subjects

Adminstering tests, exams, quiz for classes designated

Taking notes, messages, information for the school's administrator when absent

Setting up meetings and following up on parents and guardians

Planning and making sure that all school activities go as planned.

Ministry of Culture and Tourism

Administratot to Director of Arts • Uyo, Akwa Ibom

06/2019 - 05/2020

Transferring all files and documents to intent offices

Recording of files and file numbers

Passing information for meetings to members of staffs

Following through with outdoor jobs at the museum and art gallery

Languages

- English Language
- Ibo

Professional Certification

- Project Management and Planning
Rahn Wesley Institute of Management
- Customer Relationship Management
Alison

Interest

Reading, Travelling, Internet Surfing, Listening to music, learning new things online and offline