

# NWACHUKWU GLORIA CHINENYE

Mobile: 07030401761

E-mail: nwachukwugloria15@gmail.com

## PERSONAL PROFILE STATEMENT

A responsible, hardworking, adaptive and committed individual who is able to work well as part of a team as well as under own initiative. Has excellent communication skill and is able to liaise with colleagues and clients in professional manner. Trustworthy, reliable and ready to follow instructions to maintain a high working output with great accuracy and efficiency. Always smartly presented, easy to get on with and has excellent time keeping skill.

## BIO DATA

Date of Birth:	15 <sup>th</sup> December, 1993
Sex:	Female
Marital Status:	Single
State of Origin:	Abia State
L.G.A:	Osisioma Ngwa
Religion:	Christianity
Nationality:	Nigerian

## PERSONAL SKILLS

- Analytical skill
- Excellent verbal and communication skill
- Excellent organization skill
- Excellent computer skill
- Management skill
- Result oriented

## PROFESSIONAL CERTIFICATIONS

Diploma in Human Resource at Alison Courses	2023
Diploma in Administrative Support at Alison Courses	2023
Professional Certification on Project Management at Disaster Ready	In View

## EDUCATION/QUALIFICATIONS

Community Commercial Secondary School, Ikot Oku Ikono, Uyo, Akwa Ibom State National Youth Service Corp (NYSC)	2019-2020
Niger Delta University, Wilberforce Island Amassoma Bayelsa State B.A History and Diplomatic Studies	2014-2018
Emmanuel Computer College Okaka, Yenagoa Bayelsa State Diploma in Computer Appreciation	2010-2011
Meved Model International High School, Oginigba Port-Harcourt Rivers State. West African Senior School Certificate Examinations (WASSCE)	2003-2009
67 Infantry Battalion Primary School, Abayi Aba Abia State. First School Leaving Certificate (FSLC)	1997-2003

## WORK EXPERIENCES

Slum2School Africa Non-Governmental Organization

2023

Port Harcourt, Rivers State

**POSITION HELD:** Educational Project Facilitator

### RESPONSIBILITIES;

- Conducting call to application, school visit to secondary schools across Nigeria effectively communicating the importance of road safety education to school administrators, teachers, students and parents.
- Delivering engaging and interactive presentation and workshops on road safety, tailored to different age groups and audiences.
- Facilitating discussion and interactive activities to enhance student understanding of road safety concept including pedestrian safety, traffic rules and safe cycling.
- Maintaining accurate records of school visit, attendance, and feed backs received from student, teachers and school representatives.
- Providing regular update and report to the project coordinator on project activities, challenges, and progress made in achieving project activities.
- Liaising with community stakeholders, local authorities and partner to ensure effective coordination and maximize campaign impact.
- Adhering to project timelines, protocols, and guidelines while maintaining professionalism and ethical conduct.

Cedar Court British International School

2021-2022

Akpan Inyang Street by Nepa line, Uyo Akwa Ibom State.

**POSITION HELD** Administrative Secretary/ Acting Head of School.

### RESPONSIBILITIES;

- Receiving of calls, responding to messages.
- Arranging meetings and taking minutes.
- Giving out teacher's daily report to instructors so as to keep tabs on their daily implementation of classroom duties.
- Counselling of pupils and attending to parent's concern.
- Marking note of lessons and development of extra-curricular activities.

Freda Akpabio Humanitarian Foundation Uyo, Akwa Ibom State, Nigeria.

**POSITION HELD;** Secretary

2021

### RESPONSIBILITIES;

- Organizing meetings  
Making sure all meetings are properly minute and detailed.
- Custodian of the organizations records and related materials.
- Disseminating information to members and stakeholders.  
Giving proper notice of meetings and timely distributions of materials such as agenda.

First City Monument Bank, Oron Road Uyo, Akwa Ibom State

**POSITION HELD;** BBG Direct sales Agent 2020- 2021

### RESPONSIBILITIES;

- Responsible for acquiring new business accounts
- Obtain relevant documents on business banking process  
Selling of bank products to new business accounts  
participating in tactical sales and marketing activities

**HOBBIES:** Reading, Cooking, Travelling.

## REFEREES

Available On Request