

IJEABUONWU, CYNTHIA CHIUGO

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A graduate with extensive creative skills and innovative experience. Familiar with office procedures, equipment, systems and practices. Caregiving Knack with Pleasing telephone manners, Customer Relationship Management skills, with strong verbal and written communication skills. Proven to be a great team player who thrives in competitive and fast-paced environments. Much zeal to impact more innovative ways to maintain excellence, achieve organizational objectives and improve personal skills. Holds an honor degree in Theatre Arts.

EDUCATIONAL QUALIFICATIONS

National Youth Service Corps (NYSC)
Discharge Certificate

Akure, Nigeria.
July 2019 - June 2020.

Nnamdi Azikiwe University
Bachelor of Art (B.A.), Theatre Arts.
Second Class Honors Upper Division

Awka, Nigeria.
2014 - 2018.

Alison Caregiving Diploma

Online Course
2022 (In Lieu)

WORK EXPERIENCE

DAVIDS MINES NIG. LTD

May 2022 - Present

Executive Assistant to the Managing Director

- Same duties as applied to ACSDE (Brother Company)

**AFRICAN CENTER FOR SKILLS DEVELOPMENT
AND EMPOWERMENT (ACSDE).**

October 2020 – May 2022

Executive Assistant to the CEO

- Acting as a first point of contact: dealing with correspondences and phone calls.
- Managing diaries/itinerary and organizing meetings and appointments
- Taking minutes at meetings and developing same
- Booking and arranging travels, transportation and accommodation
- Organizing events and conferences
- Reminding the CEO of important tasks and deadlines
- Typing, compiling and preparing reports, presentations and correspondence

- Managing databases and filing systems
- Implementing and maintaining procedures/administrative systems
- Liaising with staff, suppliers and clients
- Collating and filing expenses
- Other responsibilities assigned from time to time

NATIONAL YOUTH SERVICE CORPS (NYSC)
COMMAND DAY SECONDARY SCHOOL, AKURE.

July 2019 - June 2020.

Assistant Class Teacher

- Worked with the Class teacher to monitor the class schedule.
- Assisted teachers with lesson preparation by getting materials ready and setting up equipment and instructional materials.
- Collaborated with Class teachers to recognize issues students are facing and recommend solutions.
- Organized seminars for the students and was also instrumental in the setting and marking of tests and assignments.

32 ARTILLERY BRIGADE MEDICAL CENTER
OWENA CANTONMENT AKURE, ONDO STATE.

March 2020 - June 2020.

COVID-19 Volunteer Health Officer

- Effectively gave directions on the proper washing of hands to visitors and residents of the cantonment community.
- Enforcement of the use of face masks and washing of hands before entry at the cantonment first gate.
- Dispensing of hand sanitizer.

STUDENT WORK-AID PROGRAMME.
OFFICE OF DEAN, FACULTY OF PHYSICAL SCIENCES
NNAMDI AZIKIWE UNIVERSITY AWKA, ANAMBRA STATE.

Feb 2017 - Aug. 2017.

Front Desk/Office Assistant.

- Keeping the front desk tidy and welcoming for the Dean's visitors.
- Photocopying, keeping of visitor's log book, typing and general office errands.
- Mail dispatching and logging.
- Issuance, recording and recollection of matriculation gowns and accessories to the faculty matriculants.
- Front Desk Calls attendance

AWARDS/ACHIEVEMENTS

- Certificate of Appreciation, Headquarters, 32 Artillery Brigade, Owena Cantonment, Akure Ondo State. (May 2020).
- The Vision Initiative Certificate of Participation On Customer Relationship Management Training (August/September 2020).
- Side Hustle Internship Certificate in Digital Marketing and Content Creation-
<https://certificate.terrahq.co/1411314V9PM12> (May, 2022)
- Jobberman Soft-Skills Training Certificate of Achievement (May, 2022)
- Letter of Commendation, CEO African Center for Skills Development and Empowerment (Feb. 2022)

SKILLS & COMPETENCIES

- Compassionate with growing caregiving skills and knowledge. A knack for caring about people.
- Team player with strong communication, interpersonal and organizational skills.
- Topnotch Analytical, Research and Customer Relationship Management/Customer Service skills.
- Adept problem-solving and Time Management skills and prioritization of tasks with tight deadlines.
- Ability to maintain confidentiality.
- Open minded and ready to learn on the go with excellent work output under less supervision.

Language: English (*fluent*), Igbo (*native speaker*), Yoruba (*elementary*).

Interests/Hobbies: Content writing, Problem solving, Research, Reading, Note taking, Scrabble game, Internet surfing,

Please Note:

Referees shall be provided at the request of the recruiter.