**ISIAH CHITURU**

**writer**

**Address:** No 34 Ebom street, off old refinery road Elelenwo, Port-Harcourt, Rivers State, Nigeria

**Email:** [isiah\_chituru@yahoo.com](mailto:isiah_chituru@yahoo.com)

**Phone:** (+234) 816 296 9686

**PROFESSIONAL SUMMARY**

A multi-skilled writer with a proven ability to produce high-quality content that engages and informs readers. Skilled in conducting research, interviewing sources, and writing for a variety of audiences and platforms. Proficient in using social media and other marketing tools to promote content and reach new audiences.

I would like to work for a successful and ambitious company that offers great career development and progression opportunities.

I am a quick learner who can absorb new ideas and can communicate clearly and effectively with people from all social and professional backgrounds.

I am well-mannered, articulate, and flexible. I can adapt to challenges when they arise remaining aware of my professional roles and boundaries.

**KEY SKILLS AND COMPETENCIES**

* Strong writing skills: I write clearly and concisely, using a language style that is appropriate for the target audience.
* Knowledge of medical terminology: I have a strong understanding of medical terminology and can use it accurately and appropriately.
* Research skills: I conduct thorough research and stay up-to-date on the latest developments in the healthcare industry.
* Attention to detail: I am detail-oriented, as accuracy is critical when writing about medical topics.
* Time management skills: I can work on multiple projects concurrently and I’m able to manage my time effectively to meet deadlines.
* Collaboration skills: I can work with a variety of people, including medical professionals, designers, and project managers. Good collaboration skills are important for effectively working with these individuals.
* Flexibility: I write about a wide range of topics, as being flexible and adaptable is important.
* Knowledge of industry standards: I’m familiar with industry standards, such as those set by the International Committee of Medical Journal Editors.

**WORK HISTORY**

**Freelance Writer RockWord Church** June 2021 - Present

**Responsibilities**

* Research and write articles that are accurate, well-written, and aligned with the church's values and mission.
* Meet deadlines set by the editor and ensure that articles are submitted on time.
* Edit and revise articles based on feedback from the editor or other reviewers.
* Communicate with the editor to discuss article ideas, provide updates on the progress of work, and answer any questions or concerns.
* Responsible for staying informed about church events and news to write timely and relevant articles.
* Attending meetings or conferences related to the church or magazine to gather information and ideas for articles.

**Freelance Translator and Proofreader:**   June 2020 – May 2021

I worked freelance for a domestic agency where I was involved in checking for typo errors, correcting inconsistencies in style or layout, converting documents and articles from one language to another and ensuring that the finished converted articles relay the intended message as clearly as possible.

**Responsibilities**

* Liaising with clients to discuss any unclear points.
* Check for typographical errors
* Check for inconsistencies in style or layout
* Awkward page and word breaks
* Correct missing punctuation and spelling mistakes
* Generally, find any other issues that might spoil the reading experience.
* Providing guidance & feedback and creating customer-specific style guides.
* Supporting translation teams with other projects when necessary.
* Retrieving articles from newspapers, magazines & the internet & translating them into English.

**Health Service Officer Regenix HMO**Sept. 2016 – March 2020

**Responsibilities:**

* Act as a liaison officer between the hospital and our HMO.
* Provide clients with information to address inquiries.
* Keep records of enquiries, comments and complaints.
* Prepare bills and dispatch them accordingly.

**Key Achievements**

* Earned a reputation for consistency and timely delivery of work under minimal supervision.
* Accurately completed assignments and general duties which increased overall efficiency.
* Completed documentation, assessments, and treatment plan promptly.
* Maintained confidentiality by practicing and being compliant with standard rules.

**Intern HIV/AIDS and Malaria Control Units, Public Health Department, Rivers State Ministry of Health**April 2015 - June 2016

**Responsibilities:**

* Assist the Data Manager with data collection and data entry.
* Participation in training for health workers organized by the department in collaboration with NGOs.
* Preparation of reports from project meetings.
* Monitoring and evaluation of projects/training organized by the department.

**LECTURER ASSISTANT**

School of Nursing, Owerri, Imo state

National Youth Service Corps (NYSC) July 2010- June 2011

**Responsibilities:**

* Integrated various forms of technology constantly to improve students 'comprehension of various concepts in Human Anatomy.
* Implement student discipline measures, decreasing classroom disruptions.
* Developed and executed daily lesson plans to engage and challenge student understanding and involvement.
* Management of records as instructed by the Principal.
* Distribution of notices from the Principal’s office to staff and students.
* Monitoring staff attendance.

**EDUCATIONAL QUALIFICATIONS WITH DATES**

* Master of Public Health (MPH) 2013-2016. University of Port-Harcourt, Rivers State
* Bachelor of Science (B.Sc.) Human Anatomy 2005-2010. University of Port-Harcourt, Rivers State
* West African Senior School Certificate 1997-2002 Tantua International High School, Port Harcourt
* First school leaving certificate 1997 Tantua International High School, Port Harcourt