

**Chiamaka Naomi Onebunne**

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Lagos, Nigeria

## **SUMMARY**

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- Passionate self-starter with experience in Teaching.
- Excels in providing exceptional educational services to children and adults; especially skilled in speaking English fluently.
- Work exceptionally well as a teaching or office assistant and education consultant.
- Completed an online virtual assistant course.
- Completed a bachelor's degree focused on Adult Education/English.
- Completed National Youth Service
- Experienced in providing good customer relationship service as a result of operating a successful self-owned online business.

## **EDUCATION**

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### **BRILLIANT CHILD COLLEGE - Lagos, Nigeria September 2011- 2017**

Secondary School Leaving Certificate

Passed WAEC , NECO , GCE and JAMB IN ONE SITTING also got A's in my core Subjects

### **University of Lagos – Lagos, Nigeria September 2018 – July 2023 (due to ASUU strike)**

BSc. in Adult education.

In addition to my main academic discipline, I pursued English as a complementary area of study and I achieved a second class upper division in my degree.

### **Online Virtual Assistant Course, ALX**

July - September 2022

## WORK EXPERIENCE

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### **Assistant English teacher**

**September 2021 - January 2022**

**Morocco Comprehensive Junior High School – Lagos, Nigeria**

- Got the classroom ready for lessons.
- Listened to the children read, reading to them or telling them stories.
- Helped children who need extra support to complete tasks.
- Helped the English teacher prepare for lessons and plan learning activities.
- Managed class behavior.
- Assisted three struggling students to become the top three finales in an intra-school competition.

### **Front Desk Officer at Sudworks Laundry - Lagos, Nigeria**

**October 2023 - March 2024**

Reason for resignation: I had to leave for service

- I greeted customers as they arrive, addressed their inquiries, and provided information about services the company offered.
- I received and tagged laundry items, noting special instructions, and ensured accurate documentation for each order.
- I handled transactions, processed payments, and issued receipts to customers.
- I maintained clear and effective communication with customers regarding order status, delivery time, and any other issues.
- I kept detailed records of orders, payments, and customer interactions.
- I addressed and resolved customer complaints or issues in a professional and efficient manner.
- I liaised with the laundry team to ensure timely processing and delivery of laundry items.
- I ensured the front desk area is clean, organized, and welcoming.
- I promoted the company's services by informing customers about promotions, discounts, and new services.

### **International English Language Testing System (IELTS) - Lagos, Nigeria.**

**Examiner (Part time)**

**December 2022 - till date**

## **African Oasis College of Medical Science and Health Technology, Ondo State**

Assistant Administrator/Examination Officer (NYSC)

As the Assistant Examination Officer;

- I assisted in the planning, organising and supervision of all examinations conducted in the college.
- I ensured confidentiality and proper handling of exam questions and answer booklets.
- I prepared and distributed examination timetables, ensuring no clashes in scheduling.
- I managed the collection, grading, and documentation of students' results while ensuring accuracy.
- I addressed students' concerns regarding examinations and result disputes.
- I enforced examination regulations, prevent malpractices, and report violations to the appropriate disciplinary bodies.

As the Assistant Administrator;

- I assisted in the daily operations of the administrative office, ensuring smooth coordination between departments.
- I maintained accurate documentation of student records, faculty details, and institutional reports.
- I managed official communication, including emails, letters, and memos, ensuring timely responses.
- I assisted in organizing meetings, workshops, and institutional events.
- I assisted in managing office supplies, procurement processes, and facility maintenance.

## **VOLUNTEER ACTIVITIES**

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**English teacher, University Of Lagos Adult Literacy Center**

**September 2018 - January 2019**

I taught English to 20+ adults. I developed lesson plans, adapted the curriculum to meet individual student needs and utilized effective teaching techniques in translating lesson plans into productive student learning. I evaluated their academic and personal growth. I kept appropriate records, and prepared the progress reports of the adult learners.

## **SKILLS**

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- Verbal and written communication
- Good teaching skills
- Excellent customer service skill
- Computer skills

- Good organization skills
- Good interpersonal skills
- Management skills
- Teamwork

