

# EZEH, EUNICE ADAEZE

## EDUCATION

- University of Nigeria Nsukka  
*History and International Studies*  
2014
- WASSCE  
The Kingsway College, Lagos  
2010

## TOP SKILLS

- Hard Skills
  - Proficiency in Microsoft Word, Excel and PowerPoint
  - Proficiency in all Google Office Tools
  - Basic Bookkeeping with Excel/Google Xsheets
  - Project Report Writing
  - Graphics Design with Photoshop, Figma and Canva.
  - Proofreading and editing
  - Proficiency in use of SEO tools
- Soft Skills
  - Observation
  - Adaptability
  - Communication
  - Multi-tasking
  - Team-oriented

## CONTACT

M: ezeheuniceadaeze@gmail.com  
P: +234 814 758 0016  
A: Katton Rikkos, Lamingo, Jos,  
Plateau State, Nigeria.

## REFERENCE

Ms. Abigail John  
Administrator, Lighthouse Leading  
Academy, Makurdi, Benue State, Nigeria  
+2348030511273

## PROFESSIONAL EXPERIENCE

- Pen's Might Writing Services  
*January 2023–Present*
  1. Conduct one-on-one consultations with clients to gather information about their work experience, skills, and career goals.
  2. Write and edit professional, customized CVs and cover letters for clients across various industries and career levels.
  3. Research and stay updated on industry trends, best practices, and resume writing techniques to ensure the highest quality of service for clients.
  4. Collaborate with clients to ensure that their CVs effectively highlight their strengths and accomplishments, while also meeting industry standards and expectations.
- D'nelix Homes | Project Manager  
*March 2023–August 2023*

Key responsibilities:

  - Successfully transformed an old family home into a commercial student residence.
  - Effectively coordinated and supervised a team of independent contractors for various tasks, including painting, masonry, tiling, roofing, and landscaping.
  - Managed the leasing process, ensuring the smooth occupancy of the apartments.
  - Provided regular, detailed financial and events reports to the employer, ensuring transparency and accountability.
  - Drafted tenancy agreements for occupants, ensuring legal compliance and clear terms.
  - Completed a 6-month benchmark project ahead of schedule, finishing it in just 5 months, demonstrating exceptional efficiency and time management skills.
- Lighthouse Leading Academy | Writer  
*September 2022–Present*

Key responsibilities:

  - Successfully synthesized the existing Nigerian Curriculum for ICT in primary schools and the Oxford Elementary Learners ICT textbook with Computer Science lessons from Code.org to create a unique, comprehensive hybrid curriculum for ICT tailored to Elementary Schools Grades 1–6.
  - Collaborated effectively with a team to develop table of contents templates for all six textbooks, ensuring consistency and alignment with educational standards.
  - Demonstrated dedication by submitting the final draft for the Grade 1 ICT textbook and teacher's manual, a critical milestone in the curriculum development process.
  - Currently leading efforts in developing Grade 2 and 3 ICT textbooks, working closely with the team to ensure high-quality educational materials for students, further contributing to the enhancement of ICT education in elementary schools.