# Chiamaka Igwemeka

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## SUMMARY

An experienced administrative professional specializing in data entry, management, and support. I am skilled in maintaining accurate sales data, managing customer orders, and preparing detailed reports and presentations. Proficient in Microsoft Excel, Google Sheets, and IBM SPSS, I thrive in dynamic environments, focusing on precision and efficiency.

## EXPERIENCE

### Administrative Assistant
**Able Tony International**                                    December 2023 - Present, Enugu, EN

· I ensured data integrity and organization by diligently updating sales databases, resulting in a 15% reduction in data errors and improved decision-making accuracy.
· I supported the sales team by preparing detailed reports, presentations, and customer invoices, improving administrative efficiency by 25%.
· I ensured order accuracy and timely delivery by meticulously managing and processing customer orders, resulting in a 20% increase in customer satisfaction.
· I provided insights for decision-making by conducting research and analyzing trends, leading to a 10% improvement in performance tracking.

### Secretary
**Mary JC Catering/Skill Acquisition Center**          December 2022 - November 2023, Enugu, EN

· I facilitated smooth operations by coordinating schedules for school activities, meetings, and events, resulting in a 30% improvement in event organization.
· I ensured data integrity by maintaining accurate records of student and faculty files, reducing record discrepancies by 20%.
· I improved administrative efficiency by drafting and formatting official documents, letters, and reports, enhancing communication clarity by 25%.
· I addressed class attendance and registration issues by developing online questionnaires, increasing response rates by 40%.
· I maintained confidentiality and streamlined communication by managing calls, emails, and correspondence, assisting students with inquiries and registration, improving satisfaction by 15%.

## EDUCATION

**Bachelor of Science in Food Science and Technology**
University of Nigeria, Nsukka · Nsukka, EN · 2021

## CERTIFICATIONS

**Data Entry Course for Beginners**
Udemy · 2024

**Structured Query Language (SQL)**
365 Data Science · 2023

**Project Management Fundamentals**
IBM SkillsBuild · 2023

**Data Fundamentals**
IBM SkillsBuild · 2023

## SKILLS

**Hard Skills:** Microsoft Excel, Google Sheets, ChatGPT, SQL, IBM SPSS, Microsoft Office, Google Suite, Data Management, Data Scraping, Web Research, Lead Generation, Email List Building, Data mining, Administrative Support
**Soft Skills:** Teamwork, communication, problem-solving, accuracy verification, critical thinking, detail-oriented