

# CHIOMA OZURU

Lagos, Nigeria | [chiomaozurub@gmail.com](mailto:chiomaozurub@gmail.com) | +2349065317752  
[linkedin.com/in/chiomaozuru](https://www.linkedin.com/in/chiomaozuru)

## PROFESSIONAL PROFILE

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Versatile and detail-oriented professional with experience in software development, executive administration, and sales. Proven ability to build scalable web applications, optimize workflow efficiency, manage calendars, and enhance customer relations. Adept at developing solutions that solve real-world problems, executing campaigns, and enhancing brand visibility.

## TECHNICAL & PROFESSIONAL SKILLS

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**Programming:** HTML, CSS, JavaScript, React.js

**Tools:** Git, GitHub, Vercel

### Soft Skills:

- Excellent communication,
- Problem-solving,
- Time management,
- Confidentiality,
- Customer service
- Adaptability,
- Attention to detail,
- Teamwork,
- Organization & prioritization
- Tech-savvy

## PROFESSIONAL EXPERIENCE

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### Software Developer Intern – Sail Innovation Lab

March 2025 – Present

- Develop responsive web applications using **HTML, CSS, JavaScript, and, Tailwind CSS, React.js**, focusing on clean and user-friendly UI/UX designs.
- Collaborate on frontend projects for **DeFi decentralized applications**, implementing reusable components and integrating RESTful APIs.
- Participate in code reviews and **agile sprint meetings** to ensure timely delivery of project milestones.
- Build scalable layouts and **optimize website performance** for faster load times across devices.
- Debug and resolve software issues efficiently, enhancing application reliability and user experience.
- Utilize **Git and GitHub** for version control, code management, and team collaboration.

### Upwork – Executive Assistant

Nov 2024 – March 2025

- Compiled weekly meeting summaries and project meeting agendas.
- Managed the executive's calendar, prioritizing meetings and appointments to optimize time.
- Managed email sorting, client check deposits, and job board postings.
- Developed and managed customer databases, improving data accuracy by 15%.

### Babcock University – Admin/Sales Rep.

Oct 2018 – Sep 2024

- Provided comprehensive administrative support to management, efficiently handling office tasks such as filing, generating reports and presentations, and managing supply reordering.
- Managed a team of 10 people, completing a project that resulted in a 30% increase in revenue.
- Built and maintained strong relationships with clients, resulting in a 90% customer retention rate.

- Consistently exceeded monthly sales targets by an average of 20%.
- Utilized CRM software to track sales activities, manage customer information, and generate accurate sales reports for management.

#### Public Health Depart BU – Environmental Science Intern

June 2018 - Sept 2018

- Assisted with data collection, lab experiments, and literature reviews.
- Conducted water quality assessments, sampling techniques, and data analysis.
- Led workshops, created educational materials, and organized community events.
- Collaborated with public health departments to promote eco-friendly urban design.

#### EDUCATION & CERTIFICATIONS

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B.Sc. Environmental Science and Resource Management

National Open University of Nigeria | Sept 2016 - March 2020

- Meta Social Media Marketing Professional Certificate – Coursera (2023)
- Foundations: Google Data Analytics – Coursera (2023)
- Customer Relationship Management – Coursera (2022)