
CHIKA SYLVIA OKEKE

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PROFESSIONAL SUMMARY

Reliable Employee, an innovative and energetic researcher with obtained knowledge and a keen interest in Diplomacy, negotiation, analysis and the proven ability to go over and beyond with organizational skills and relationship building.

CORE COMPETENCIES

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|----------------------|-------------------------------------|
| ✓ Project management | ✓ Problem-solving |
| ✓ Technical writing | ✓ Productivity software application |
| ✓ Product management | ✓ Detail oriented |

PROFESSIONAL EXPERIENCE

mDoc Healthcare

Research associated intern

- Scheduled meetings at convenient times on staff members' calendars and recorded minutes.
- Collaborated with the organisation's sales department to enhance revenue generation efforts.
- Handled inbound and outbound customer calls with professionalism and excellent communication skills.
- Contributed to the ideation and development of new projects for a non-profit organization.

El Genio International Foundation

Director of Projects

- Formulate and execute strategic projects or programs in accordance with the foundation's mission, goals, and values.
- Ensure timely and cost-effective project completion.
- Foster and sustain collaborations with external organizations and stakeholders to maximize resources and expertise.

Water and Dam Services Company

Secetary/ Receptionist

- Facilitate the scheduling of meetings and record minutes during these meetings.
- Greet and assist visitors.
- Execute various assigned tasks and projects.
- Compile monthly reports.

EDUCATION

2018- 2022 | Babcock University

Bachelor of Arts History and international studies

CERTIFICATION

- New Horizon Project and Customer Relationship Management Certification 2022
 - Nigeria Employment Consultative Association Product Management 2023
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