

# CHIBUIKE EMETO

Bucknor, Jakande Estate, Lagos 100264 | +2348102319365 | victoremeto0@gmail.com

## SUMMARY

Detail-oriented and proactive professional with experience in executive support and the development of internal staff presentations. Demonstrates strong adaptability, diligence, and a commitment to continuous skill enhancement. Effectively collaborates within teams to optimize workflows and enhance operational efficiency. Highly organized with advanced time management and problem-solving abilities. Thrives in fast-paced environments, consistently meeting tight deadlines while identifying and implementing process improvements. Takes initiative in task execution, ensuring efficiency and precision. Technically inclined with a strong interest in information technology, problem-solving, and innovation. Possesses a collaborative mindset and analytical approach to contributing to IT projects and driving technological advancements.

## SKILLS

Procedural Compliance	Graphic Design (Canva,	Frontend Development (HTML,
Multitasking	Photoshop)	CSS,Bootstrap, Javascript)
Microsoft Programmes	Accessibility	

## PROFESSIONAL EXPERIENCE

Information Technology Intern, Sept 2023 - Dec 2023  
**Greenwich Merchant Bank** - Victoria Island

- Assisted in organizing and establishing regular weekly meetings.
- Participated in software installation processes for onboarding new employees.
- Participated in software testing activities to ensure quality outcomes.
- Trained new staff to navigate systems.
- Carried out new hardware installations and updates, keeping systems functional and secure.
- Provided prompt assistance to staff for resolving IT-related issues.
- Developed and replicated the frontend of basic webpages using HTML, CSS, and JavaScript, ensuring structural accuracy and visual consistency.

Project Management Assistant, May 2023 - Jul 2023  
**Sterling Management & Strategy Consulting Ltd** - Ikeja

- Successfully delivered on tasks within tight deadlines.
- Carried out day-to-day duties accurately and efficiently.
- Worked closely with Project Manager, offering valuable assistance in task allocation and prioritisation.

## EDUCATION

Bachelor of Science: Computer Science, Oct 2024  
**Nnamdi Azikiwe University** - Awka, Nigeria

- Facial Recognition-based Home Security System (Capstone Project)
- Automotive Technology.
  - Technological Advancements within the current Security Industry.
  - Analyzes and compares detected faces against a pre-registered authorized face stored in the system's repository.
  - Generates and dispatches real-time threat alerts via email for unauthorized access attempts.

WASSCE: Sciences, Jun 2019  
**Royal Kriston College** - Lagos, Nigeria