

Lucky Joy Oke

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Personal-portfolio: <https://diitech.github.io/Personal-portfolio/>

Personal Profile

Resourceful Computer Science graduate with hands-on experience in data entry, IT support, and education. Skilled in Microsoft Office, web development, and database management. Strong communicator with a proven ability to adapt quickly, manage virtual systems, and support cross-functional teams. Open to relocation and ready to contribute to a UK-based team.

Work Experience

Nigeria Gas Company - Warri, Nigeria

Data Entry Specialist | May 2020 - Oct 2021

- Entered and verified large volumes of data with 98%+ accuracy.
- Maintained secure and up-to-date digital records.
- Resolved data inconsistencies and performed database backups.
- Managed enquiries via phone and email regarding data records.

Heritage Academy School - Okuokoko, Nigeria

Teacher | Jan 2018 - Dec 2019

- Designed and delivered engaging lesson plans to meet student needs.
- Adapted teaching methods to enhance student participation and comprehension.
- Managed classroom behavior and promoted a positive learning environment.

FAST2NET - Ozoro, Delta, Nigeria

Computer Operator | May 2017 - Dec 2017

- Installed and maintained hardware, software, and security updates.
- Operated and controlled peripheral computer systems for business needs.
- Maintained daily logs of IT support issues and resolutions.

Education

Auchi Polytechnic, Nigeria

HND Computer Science, First Class Upper | Oct 2021 - Nov 2022

National Youth Service Corps (NYSC)

Computer Science (A-Levels Equivalent) | May 2023 - Apr 2024

Skills

- Data Entry & Analysis
- Microsoft Office Suite (MOS Certified)
- Web Development & Debugging
- Application Installation & Data Recovery
- Classroom & Team Management
- Social Media Management

Languages

- English (Fluent)