

# Ezengwa Rhoda Adaeze

## Summary

Highly organized, and adaptable personnel with about 3 years of experience in ensuring efficient administrative support. Also skilled in handling correspondence as well as being technically experienced in various tools including Microsoft Office suite, Excel, Spreadsheet, Ms Word, coordinating meetings, and managing calendars. I am detail oriented, reliable and efficient with a background in committing to providing exceptional customer service.

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## Skills

- Time Management
- Critical Thinking
- Teamwork
- Problem-Solving
- Computer Literacy
- Microsoft Tools
- Strong Communication

## Education

### B.A HISTORY AND INTERNATIONAL STUDIES

Lagos State University  
2022-2025

## Volunteering

- Advocate for Lagos foodbank
- Advocate for #saynotogenderbasedviolence campaign
- Advocate for #actionagainstchildsexualabuseinitiative ACSAI

## Certification

Certified Virtual Assistant  
ALX AFRICA

Oct 2024

## Experience

### PERSONAL ASSISTANT

CEO- Kemz Closet  
2024 - 2025

- Handled the communication with the clients.
- Managed personal errands and tasks as needed.
- Assisted in the arrangements of newly brought goods.
- Assisted in the coordination of video shoots for new goods with the CEO.
- Maintained efficient documentation of information while also handling confidential information with discretion and professionalism.

### TEACHING ASSISTANT

Bright Destiny Child Schools  
2021 - 2022

- Partnered with classroom teacher to plan and implement lessons following school's curriculum, goals, and objectives.
- Handled class records for attendance, assignment grades and course participation scores.

### ADMINISTRATIVE ASSISTANT

Nerata Media Service  
2020 - 2021

- Ensured that there were effective Brand activations as well as distribution of educational contents across Nigeria with Lagos to be precise.
- Worked effectively with fellow team members to coordinate effective solutions to any question or concern from our clients.